



Date:

Group Human Capital Division  
MTD Group  
1, Jalan Batu Caves  
68100 Batu Caves  
Selangor Darul Ehsan

Dear Sir/Madam,

**AUTHORIZATION FOR SALARY DEDUCTION**

With reference to the above matter, I \_\_\_\_\_,  
Employee No. \_\_\_\_\_ of Department/Division \_\_\_\_\_,  
hereby authorize Group Human Capital Division to make monthly salary deductions of the agreed  
amount, i.e RM \_\_\_\_\_ from my salary with effect from \_\_\_\_\_ to  
\_\_\_\_\_ to settle the sum of \_\_\_\_\_ for the purpose of  
\_\_\_\_\_

Should I resign or my employment be terminated, I agree to repay the full / outstanding sum owed  
by me to the Company.

Thank you.

Yours sincerely,

\_\_\_\_\_

Signature