

ZAMBIA TELECOMMUNICATIONS COMPANY LIMITED

APPLICATION FOR AN ADVANCE

1. APPLICATION DETAILS

Mr/Miss/Mrs: N/DCNO

GN No: 198

First Name in full: NATHAN

Date of Engagement: 01/12/2015

Department: Technical

Job Title: Corenetwork Expert

Grade: 5

Amount Required (In words): Four thousand Five Hundred Kwacha Only (K4, 500=00)

Reasons for advance (Proof where possible): To address pressing family commitments

I request that the advance be recovered in 3 monthly installments commencing from the month of AUGUST, 2018

Signature of applicant: Nathan Date: 05/07/2018

2. FOR COMPLETION BY HUMAN RESOURCE DEPARTMENT

I have verified that the officer's salary for the month of and his/ her net salary..... which is.....% of his/her gross salary.

He/ She has no outstanding advance and has a balance of K.....

Total monthly commitment of Existing loans/ Advances:

Comments:

Signature: Date:

3. RECOMMENDATION BY MANAGER HUMAN RESOURCE

.....

.....

Signature: Date:

4. APPROVED/ REJECTED – CHIEF HUMAN RESOURCES AND ADMINISTRATION OFFICER

Finance: kindly process payment of:.....(Amount

in words).....(Amount in figures).

Signature:

Date: