

Date: 04/07/2025

Employee Name : Chammi Buddhika Kariyawasam Siththarage
Designation : Registered General Nurse
Joining Date : 19/06/2024

Employee No. : DCS-350
QID No. : 28014417597
Department : Nursing

TYPE OF REQUEST

- | | | | |
|--|---|--|--|
| <input checked="" type="checkbox"/> Leave Encashment | <input type="checkbox"/> Ticket Encashment | <input type="checkbox"/> QID Application / Renewal | <input type="checkbox"/> Promotion |
| <input type="checkbox"/> Health Card Renewal | <input type="checkbox"/> Exit Permit | <input type="checkbox"/> NOC Letter | <input type="checkbox"/> Personal Loan |
| <input type="checkbox"/> Employment Certificate | <input type="checkbox"/> Employment Contract Copy | <input type="checkbox"/> Salary Increment | <input type="checkbox"/> Other |

PURPOSE and or REASON/S FOR REQUEST

Requested by (Name & signature):

(Note : To be filled up only if requesting for Personal Loan.)

Amount Applied (In Qatari Riyals)

Number of Installment (For Payment):

First Installment Due On:

TO BE FILLED UP AND SIGN BY THE LOAN GUARANTOR IF THE PURPOSE IS PERSONAL LOAN

I, _____ bearing QID No, _____ would like to undertake as the guarantor for the loan applied by Mr./Ms. _____. I am aware and guarantee that as the Guarantor for the loan obtained by Mr./Ms. _____ I will bear all the liabilities to pay it back in the following conditions:
1. His/Her inability to settle the loan amount due to financial difficulties.
2. He/She leave the company without following proper procedure.
In addition to the above, I undertake to pay back all due amount to Doha Care Services in accordance with the above-mentioned conditions.

Loan Guarantor Name & Signature:

APPROVALS (To be fill up by Management)

HR Remarks:

☐ APPROVED ☐ REJECTED ☐ OTHERS (please specify) _____

FINANCE Remarks:

☐ APPROVED ☐ REJECTED ☐ OTHERS (please specify) _____

Department

Manager/Supervisor/ Head

(Name and Signature)

Date: _____

Accounts Department

Signature

Date: _____

Asif Lateef

HR Manager

Signature

Date: _____

KHALID HABASH AL-SUWAIDI

Chief Executive Officer

Signature

Date: _____