Name ……………………………………

Form No : F103

Address………………………………..  
…………………………………………

…………………………………..

Date …………………………………..

Head of HR

SANASA Development Bank PLC

No 12, Edmonton Road,

Colombo 06.

Dear Sir,

**CONSENT & AUTHORITY TO DEDUCT FROM MY ACCOUNT(S) & BENEFITS.**

I am member of SDB bank Staff SANASA Society and getting facilities from the society.

I have taken festival advance of LKR……………………………………….as a loan on ………………………………………… and monthly instalment is LKR………………………………………. I hereby give my consent an amount equivalent to LKR ………………………………………………………………….. to deduct from my monthly salary from …………………………………………………………………..to ………………………..…………………………which counts ten instalments and remit to the society saving account bearing No 14662 in our bank. This deduction and remittance shall not withdraw without society consent and before the said period.

In the event termination, cease of employment or resign from the service of the bank if any due balance available to the above mentioned society I hereby giving my consent and authority to deduct such due balances from terminal benefits, deduct from any my account or account, or from any other benefits from bank like saving account balance, Staff security account balance and remit to the society in order to settle all the dues of the society.

The consent given by me from this letter is irrevocable.

|  |  |
| --- | --- |
| EPF No. |  |
| Name with Initials |  |
| NIC No. |  |
| Membership No. |  |
| Present place of work |  |

Thank you,

Yours sincerely,

………………………………..

Signature

Received by (Signature, Date & Stamp of the HHR )

……………………………………………………………………….

Form No : F104

Head of HR

SANASA Development Bank PLC

No 12, Edmonton Road,

Colombo 06.

Date :…………………………………………..

Manager,

SANASA Development Bank’s Staff SANASA Society,

SANASA Development Bank,

No 12, Edmonton Road,

Colombo -06

Dear Sir,

**LETTER OF CONSENT DEDUCT FROM MY SALARY & REMIIT.ACCOUNT(S) & BENEFITS.**

This refers to the letter sent by your society member Mr./Mrs/Ms………………………………………………………………………………………………………………………………dated……………….

As per his/her request an amount equivalent to LKR ……………………………………… is deducted from his/her monthly salary from …………………………………………………………………..to ………………………..…………………………which counts ten instalment and remit to your account bearing No 14662 in our bank. This deduction and remittance will not withdraw without your consent and request before the said period.

In the event termination, cease of employment or resign from the service of the bank if any due balance is available to the above mentioned society, we will deduct such due balances from terminal benefits, deduct from his /her account or accounts, or from any other benefits from bank like saving account balance, Staff security account balance and remit to the society in order to settle all the dues of the society as per his/her consent given by the said letter. We also confirm that there is no pending disciplinary case or investigation against this employee

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| --- | --- |
| EPF No. |  |
| Name with Initials |  |
| NIC No. |  |
| Membership No. |  |
| Present place of work |  |

Thank you,

Yours sincerely,

………………………………..

(Signature, Date & Stamp of the HHR )