



FROM

.....(Name)

DATE:.....

Emp ID

.....Branch/H.O. DEPT

TO:

The Manager
HR Department
Prime Bank Ltd
Head Office

Dear Sir / Madam:

RE: SALARY ADVANCE

I request you to sanction me salary advance of Kshs....., to enable me to
.....
Please credit the amount to my account no.....

I will repay the amount in installments. I understand that the advance is subject to
charging of interest under the Fringe Benefit Tax Rules.

Yours faithfully

(SIGNATURE)

For branch use only

Recommended kshs. Branch Manager. Date.....

For HR Department use only

Gross pay kshs. Ledger Folio No.

Deductions kshs. Date of Joining.

Net pay kshs. Present outstanding kshs.

No of occasions salary advance availed during this (calendar) year: Nil/ 1/ 2/ 3

Recommended kshs. Manager (HR). Date.....

Approved/Rejected Remarks:.....

DGM/GM. Date.