

Sample Consent & Record of Deduction

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Note: a copy of the deductions record should be given to the worker, attached to each pay slip.

Deductions consent

Name & Address of Company (Company letterhead)	
Name of employee:	Employee no. (if any) Passport no. (for foreign workers)
Total Amount to be deducted:	
Currency:	
Date:	
Payment scheme	
Comments:	
<u>Acknowledgment</u>	
Company Name: Designation:	Signature & date:
Employee Name: Passport no.:	Signature & date:

Deductions record

Name of employee:				Total Loan:	
Date loan received:					
No	Payment Date	Amount paid	Balance	Company signature	Employee signature

Note:

- This form should be signed in duplicate - 1 to be retained in employer's records, 1 for employee's retention.
- Upon payment, employer and employee should sign on both copies as above. Employer/employee retains their respective copies.

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