



Sample Template for Safe-Keeping Scheme

Name & Address of Company (Company letterhead)	
Name of employee:	Employee no. (if any)
Description of documents/amount surrendered for safe-keeping	
Document:	
Currency:	
Other currency (describe)	
Any other items (please provide details)	
Note: It is the responsibility of the employer to provide clear details of items surrendered for safe-keeping, and to ensure that the employee is fully aware of where these items are being kept.	
Acknowledging receipt of above items	
Company Name: Designation:	Signature & date:
Employee Name: Passport no.:	Signature & date:

Note:

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

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