



Sample – 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): <i>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.</i>	
Acknowledging receipt of the above items	
Company Name: Designation:	Signature & Date:
Employee Name: Passport no.:	Signature & Date

**Note: Upon the retrieval of items, employer and employee should sign on both copies as above. Employer and employee shall retain their respective copies.*

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