

HRD Form 0014

AUTHORIZATION to CREDIT and/or DEDUCTION from SALARY

To: Human Resource Department

Staff Name : _____

ID No. : _____

Position : _____

Dept : _____

Date : _____

Dear Sir/Madam,

Authorization for: A. Credit Salary B. Salary Deduction**A. Authorization to Credit Salary**

Particulars of which are stated below:-

Type of Account : Current / Savings [*delete accordingly*]

Identity Card No.Old: : _____

New : _____

Bank : _____

Account No : _____

Branch : _____

Note : Attached please find a photocopy of my account book or transaction list

Employee consent for payment via Bank Transfer (please tick [✓])

By signing this form, I hereby give my consent to E-MAS Human Resource Department (HRD) to furnish my bank account details to Finance & Administration Department (FAD). The details shall be used to remit payment for 1st Salary only.

B. Authorization for Salary Deduction

I hereby authorise the company to deduct my salary for being payment/contribution* as below :- and abide by the regulations set in the Payroll and Salary Management procedure.

Item [please tick]	Amount [RM]	Effective Date	End Date	Remark [<i>delete accordingly</i>]
a. Tabung Haji				New / Add / Reduce
b. ZAKAT				New / Add / Reduce
c. Installment of Bank Loan <i>If Amount differs from other months</i>				Please state Bank:
d. Excess Medical Entitlement <i>If Amount differs from other months</i>				GHS / Outpatient / Optical / Dental
e. Any Amount Owing to E-MAS				To be deducted from my final salary
f. Others				Please specify: _____

Notes:

For [a] - [b]

- Please complete and attach official form from Tabung Haji / ZAKAT
- Please provide details e.g. name [self, spouse or children], account no. [photocopy of the front page of the book/ statement] and how much is the contribution for each month
- Deduction for Tabung Haji/ZAKAT will cease once HRD receive a notification from myself.

For [c]

- Please enclose the relevant documents for monthly deduction.

Thank you.

Yours faithfully,

Human Resource DepartmentSAP HR payroll system updated

Remarks :-

(Signature of Staff)

Payroll Administrator [Signature]

Date