



Application For Advanced Housing Allowance

Part I - To be completed by the Employee and Guarantor

Employee Information:

Name : Badge No. : Nationality :
Position Title : Ext. No. : Pager No. :
Department :

Request Advanced Housing Allowance For : 6 months 12 months

Brief Reasons For Request:

Employee Signature : Date :

Guarantor Information:

Name : Badge No. : Nationality :
Position Title : ANB Account No. :
Department : Initial Hire Date :
EOC Date :

I am the guarantor of the above-named employee and hereby authorize Corporate HR/Payroll Services to deduct the outstanding installments of the housing allowance related to the subject employee from my monthly salary if the subject employee is unable to pay back the due portion of the advanced housing allowance.

Guarantor Signature : Date :

Part II - To be completed by Corporate HR/Payroll Services

Basic Salary : Initial Hire Date :
EOC Date : Length of Service : years months

Any adverse remarks in employee's file :

Current Loans:

Employee: ESC Outstanding Bal: Advanced H.A. Outstanding Bal:
Guarantor: ESC Outstanding Bal: Advanced H.A. Outstanding Bal:

Approved by:

Approved Disapproved

Director, Corporate HR/Payroll Services
(Name & Signature)

Date