**[طلب سلفه](https://namozagy.com/نموذج-طلب-سلفة-من-الشركة/)**

[**Request for loan**](https://namozagy.com/نموذج-طلب-سلفة-من-الشركة/)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** |  | | | **التاريخ** |
| **Name** |  | | | **الاسم** |
| **Employee No.** |  | | | **رقم الموظف** |
| **Dept.** |  | | | **القسم** |
| **Job Title** |  | | | **مسمى الوظيفة** |
| **Loan Amount** |  | | | **مبلغ السلفة** |
| **Reason for Loan:** | | | **سبب السلفة:** | |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Manner of payment** | | | **طريقة التسديد** | |
| * **Present Receipts** * **Will pay cash** * **Salary deduction of SR. \_\_\_\_\_\_\_\_\_\_\_\_\_ per month** | | | * **عند تقديم الفواتير** * **سوف تدفع نقداً** * **يخصم شهريا من الراتب \_\_\_\_\_\_\_\_\_\_\_\_\_ ريال سعودي** | |
| **Employee Signature………………………………**  **Date : / /** | | | **توقيع الموظف .....................................................**  **التاريخ : / /** | |
| **To be completed by Department Head**  **تعبأ بواسطة رئيس القسم** | | | | |
| * **Recommending Approval**   **Signature …………………. Date : / /** | | * **أوصي بقبول السلفة**   **التوقيع ..................................التاريخ / /** | | |
| **To Completed by Financial & Administration Department.**  **تعبأ من قبل قسم الشئون المالية والإدارية** | | | | |
| **Employee Salary: ………………**  **Hiring Date : / /**  **Any previous loan : Yes ( ) No ( )**  **Remarks : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **راتب الموظف : .................................**  **تاريخ التعيين : / /**  **هل توجد على الموظف أية مطالبات : نعم ( ) لا ( )**  **ملاحظات \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **General Manager** | | | **المدير العام** | |
| * **Approved** * **Disapproved**   **Date : / /** | | | * **موافق** * **غير موافق**   **التاريخ : / /** | |