

# CASH ADVANCE AGREEMENT

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This Cash Advance Agreement ("Agreement") is made and effective the \_\_\_\_/\_\_\_\_/\_\_\_\_

**BETWEEN:**                      **COMPANY:** \_\_\_\_\_

**AND:**                              **EMPLOYEE:** \_\_\_\_\_ EMP # \_\_\_\_\_

I, employee listed above, request a cash advancement of K\_\_\_\_\_ from the company for purpose of

: \_\_\_\_\_ .

Please determine if I am eligible for this advance. If I am eligible, I request that it be paid directly to me via CASH / DIRECT DEPOSIT. I understand that my approval may be swayed by the amount of information provided as support. I understand that if I am illegible this application will be declined without prejudice.

## 1. PROMISE TO PAY

Within time agreed to below in fortnights, Employee promises to pay to Lender the sum of K\_\_\_\_\_ and other charges stated below.

## 2. RESPONSIBILITY

Although this Agreement may be signed below by more than one person, Employees understands that they are each as individuals responsible for paying back the full amount.

## 3. BREAKDOWN OF ADVANCE

Amount	
Admin Charges	K
TOTAL	K
DED P/F	K
No. Of FN	

# FOR OFFICE USE ONLY

## 4. REPAYMENT

Employee will repay the amount of this note in \_\_\_\_\_ equal uninterrupted fortnightly installments of [K\_\_\_\_\_ each starting on PPE \_\_\_\_\_. This is determined by the information below.

### Entitlements

D.O.C	
RATE	K
LSL	K
ANL	K
P-RTA	K
TOTAL	K

### Current ATD

Advance OS	K
NCSL	K
Shortages	K
Rent	K
Others	K
TOTAL	K

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## 5. LATE CHARGE

Any installment not paid within two (2) fortnights of its due date shall be subject to a late charge of K20.

## 6. SECURITY /GUARANTOR

To protect Company, Employee may request a Guarantor to cosign on their advance. Guarantor must be an employee of the company and must understand that they will be responsible for the advance should principal is terminated or resigns and or is unable to repay the advance.

## 7. RIGHT OF OFFSET

If this advance becomes past due, the company will have the right to pay this loan from any entitlements or security employee has with this Company without notice to me.

COMPANY

EMPLOYEEE

GUARANTOR

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name