

REQUISITION FOR CONTRIBUTION FUNDS



Section I: Employee Particulars

Name: _____ NRIC No.: _____ Job Designation: _____
Date Join: _____ Retail Outlet / HQ Dept: _____

Section II: Contribution Types

Wedding Ang Pow - S\$250.00
(Attached Marriage Certificate together with this form)

New Born Ang Pow - S\$250.00
(Attached Birth Certificate together with this form)

Notes:

- i) Staff has to be a confirmed staff at the point of marriage or upon new born arrival in order to be eligible for this benefits.
- i) Staff is required to submit required documents. Without the required document, the reimbursement will not be processed.

Employee's Signature _____

Date: _____

Section III: HR Dept's Checklist

Confirmation Date : _____

Marriage Certificate

Birth Certificate

Update Personal Particulars in HR System

Include payment item into payroll system

Others: _____

Checked By: _____

Verified By: _____

Approved By: _____

(* Delete accordingly)

Please tick (✓) the appropriate box