

**LOAN DEDUCTION AUTHORITY FORM
COTTON BAY HOTEL RESORT CO LTD**

BY LOANEE / GUARANTOR (S)

The Accountant,
Cotton Bay Hotel Resort Co Ltd,
Cotton Bay.

Sir,

RE: SALARY DEDUCTION

This is to inform you that I, Mr/Mrs/Miss having contracted a loan of Rs on from the MCS Mutual Aid Association Ltd do hereby authorize the Accountant of **Cotton Bay Hotel Resort Co Ltd** to effect a monthly deduction of Rs..... from my salary as from until further notice from the Association.

I also authorize the Accountant of **Cotton Bay Hotel Resort Co Ltd** to deduct any outstanding balance on my loan from any pension or gratuity or lump sum or allowance payable to me in case I cease employment or retire from the service. I undertake not to revoke this instruction without the written consent of the MCS Mutual Aid Association Ltd.

Yours faithfully,

Signature: **Name:**.....

NID:

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Date :

GUARANTOR PART

As sole guarantor */ **guarantors *** of Mr/Mrs/Miss, **I / we *** authorize the Accountant of **Cotton Bay Hotel Resort Co Ltd** to effect a monthly deduction of Rs from salary in case the above named loanee fails to pay his monthly instalment.

I also authorize the Accountant of **Cotton Bay Hotel Resort Co Ltd** to settle any outstanding balance on the said loan from any pension or gratuity or lump sum or allowance payable to me in case the above name ceases employment or retires from the service. I undertake not to revoke this instruction without the written consent of the MCS Mutual Aid Association Ltd.

	GUARANTOR 1	GUARANTOR 2																														
Name																																
Signature																																
NID	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>																<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td><td style="width: 15px; height: 15px;"></td></tr></table>															
Date																																

OFFICE USE			
Received by	Name	Signature	Date
Letter sent to Cotton Bay Hotel Resort Co Ltd	Name	Signature	Date

* To delete where not applicable.