

The Manager
Retail Credit Centre
National Development Bank PLC
P.O 1825, No 40,
Nawam Mawatha
Colombo 02

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Dear Sir/Madam,

Name of the Employee :

Designation :

EPF Number :

At the request of the above officer of our institute, we hereby certify and confirm the following

- a) As per his/her request we hereby irrevocably undertake to remit to you the total residue salary of this officer to the credit of his/her Account No..... at your Bank, at No 40, Nawam Mawatha, Colombo 2 commencing from..... and continue to do so until further notice in writing is received from your Bank.

- b) In the event the applicant officer is absent without leave for more than 07 days or terminates his/her service prematurely during the tenure of the loan or any other event which may adversely affect this arrangement for recovery of the facility granted to him/her by your Bank, takes place, we hereby undertake to advise you the position promptly and shall not change this arrangement without the prior consent of the Bank.

Yours faithfully,

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(Signature of Authorized Signatory on Rubber stamp)

Name :

Designation :

Contact No :