

**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 of Rs.....from the 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,**

.....  
(Signature of Authorized Signatory on Rubber stamp)

**Name** : .....

**Designation** : .....

**Contact No** : .....