

Date

D | D | M | M | M | Y | Y | Y | Y |

Reference number

To,

Commercial Bank,

P.O. Box: 3232,

Doha, Qatar

Sub: WPS payroll for the month of [M | M | M | Y | Y | Y | Y |]

Dear Sir,

We hereby authorise Commercial Bank to debit our account number with you for processing the below WPS payroll request. The WPS SIF payroll file for processing is already mailed to your email address salary@cbq.qa from our email address [_____]

Debit account number: [_____ - _____]

or

Debit IBAN number: [Q | A | C | B | Q | A | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |]

Amount in QAR (in figures): [_____]

Amount in QAR (in words): [_____]

EID number: [_____]

File name:

[S | I | F | _ | _ | _ | C | B | Q | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | _ | C | S | V |]

Number of records in SIF: [_____]

Thanking you

Authorised signatory

Authorised signatory

Contact number: [_____]

Email ID: [_____]

FOR BANK USE ONLY

Signature verification

Staff name and number

Branch officer signature

Staff name and number