

Salary Advance Request

Form Code	Revision	Effective	Owner
MAG/HR/F-05	Rev 00	June 2026	HR Department

Request an advance against salary, repaid by agreed monthly deductions.

Company: ☐ Marvellous Art (Fit-Out) ☐ M.A Building Contracting ☐ M.A Building Maintenance

Employee Name		Employee ID	
Designation		Department	
Date of Request		Date Needed	

Request

Amount Requested (AED)		Repay Over (months)	
Monthly Deduction (AED)		First Deduction Month	
Reason for Request			

For HR / Finance Use

Current Basic (AED)		Existing Deductions	
Approved Amount (AED)		Repayment Start	

Note: Approval is at management discretion. The agreed amount is deducted via WPS payroll over the repayment period; any outstanding balance is settled in the final settlement on exit.

Declaration: I authorise MA Group to deduct the agreed monthly amount from my salary until the advance is fully repaid.

Employee	Line Manager	HR / Management
Name: Date:	Name: Date:	Name: Date: