

CHECKLIST FOR MAINTENANCE - ALLOWANCE

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|---|----------|
| 1- Recommendation Letter of RM/GM-Attached | Yes - No |
| 2- Forwarding Memo - Attached | Yes - No |
| 3- Declaration by Widow of deceased - Attached | Yes - No |
| 4- Application/Letter of request by Applicant -Attached | Yes - No |
| 5- Retirement Benefit Letter issued by H.R - Attached | Yes - No |
| 6- Recent Pension Sheet verified by Branch - Attached | Yes - No |
| 7- Attested Death Certificate - Attached | Yes - No |
| 8- Attested CNIC copy of Ex-Employees Widow - Attached | Yes - No |

Remarks: _____

Checked By

All the documents must be verified by the branch manager under his / her seal and signature.