



CHEVRON OVERSEAS CONGO LIMITED
REQUEST FOR MID-MONTH PAY

NAME OF APPLICANT:

AMOUNT REQUESTED: CFA

I, the applicant, allow Chevron Overseas Congo Limited to make the monthly payroll deductions of the mid-month pay mentioned above. If my work contract is terminated for any reason, the outstanding balance will be automatically deducted from my final pay.

Applicant's signature: _____

Date:

Policy Compliance: _____
Human Resources Manager

Date:

Payment Approval: _____
Finance Manager

Date:

Distribution:

- *Original: Finance Manager*
- *Copy: Applicant*
- *Copy: Human Resources (for personnel file)*