



AUTHORITY TO DEDUCT FORM

Item	Qty.	Unit Cost	Total Cost
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Other remarks: _____

Months to Pay: _____

Start of Deduction: _____

To: Accounting Department

I authorize the payroll department to deduct the specified amount from my salary or any other compensation I receive. This deduction will continue on every payroll date each month until my total obligation is fully paid.

TERMS AND CONDITIONS

- If my employment ends for any reason, the company may withhold my final pay, including termination pay, separation pay, or other compensation, until my remaining loan balance is fully paid.
- If my final pay is not enough to cover the full amount, I understand that I am still responsible for paying the remaining balance.
- If I have an existing product loan, I can only apply for a new product loan if my remaining loan balance does not exceed ₱5,000.

GUARANTOR'S UNDERTAKING

As a guarantor, I agree to take full responsibility for repaying the outstanding amount if the primary borrower fails to make payments. This means I am jointly and equally liable for the debt owed to KOLINPHIL, INC/KPII, and I understand that the company may require me to fulfill this obligation if necessary.

Signature of Guarantor over printed name

Requested By:

Noted By:

Signature over printed name

Immediate Superior

****For Product Loan**

For Pick-up (H.O. / Cavite Plant)

For Deliver

EXACT Address & ACTIVE Contact No.

_____ / _____