

Loans and Advances

**SUMMIT SALES LLP**

|                                              |                      |                |               |                       |                        |                  |                                |
|----------------------------------------------|----------------------|----------------|---------------|-----------------------|------------------------|------------------|--------------------------------|
| Name of the Company:                         |                      |                |               |                       |                        |                  |                                |
| For the month:                               |                      | January-22     |               | Date:                 |                        | 27.01.2022       |                                |
| Signature of the Accountant:                 |                      | <i>Kavya D</i> |               | Verified by:          |                        |                  |                                |
| Sl.No.                                       | Name of the Employee | Salary Advance | Personal Loan | On Account Deductions | Fines/Other deductions | Total Deductions | Out Standing Loan (Mandatory ) |
| 1                                            | <i>A. Kavya</i>      | 3000           | —             | —                     | —                      | 3,000/-          | —                              |
| 2                                            |                      |                |               |                       |                        |                  |                                |
| 3                                            |                      |                |               |                       |                        |                  |                                |
| 4                                            |                      |                |               |                       |                        |                  |                                |
| 5                                            |                      |                |               |                       |                        |                  |                                |
| 6                                            |                      |                |               |                       |                        |                  |                                |
| 7                                            |                      |                |               |                       |                        |                  |                                |
| 8                                            |                      |                |               |                       |                        |                  |                                |
| 9                                            |                      |                |               |                       |                        |                  |                                |
| 10                                           |                      |                |               |                       |                        |                  |                                |
| 11                                           |                      |                |               |                       |                        |                  |                                |
| 12                                           |                      |                |               |                       |                        |                  |                                |
| 13                                           |                      |                |               |                       |                        |                  |                                |
| 14                                           |                      |                |               |                       |                        |                  |                                |
| 15                                           |                      |                |               |                       |                        |                  |                                |
| 16                                           |                      |                |               |                       |                        |                  |                                |
| 17                                           |                      |                |               |                       |                        |                  |                                |
| 18                                           |                      |                |               |                       |                        |                  |                                |
| 19                                           |                      |                |               |                       |                        |                  |                                |
| 20                                           |                      |                |               |                       |                        |                  |                                |
|                                              |                      |                |               |                       |                        |                  |                                |
|                                              |                      |                |               |                       |                        |                  |                                |
|                                              |                      |                |               |                       |                        |                  |                                |
|                                              |                      |                |               |                       |                        |                  |                                |
| [Note: Please mention deductions separately. |                      |                |               |                       | HR & Admin. _____      |                  |                                |