**Annex 4**

**Employee Payroll Record**

Note: Should the recycler have the relevant records containing the information covered in this form, it is not necessary to fill in this form.

 For the sake of personal privacy, employer shall establish a separate payroll record for each employee.

I, on behalf of, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , based on the approved recycling fund project (Ref. No. :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), employed the following staff and paid the corresponding salary to assist the implementation of this project:

**Name of Employee:** \_ \_\_\_ \_\_\_\_\_\_\_ \_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Month (MM/YY)** | **Full time/ Part time** | **Working Hours** | **Salary Amount**  | **Salary Disbursement Method** | **Date of salary Disbursement** | **Employee Signature** | **Remark** |
|  |  |  |  |  |  |  |  |
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Company Chop:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Project Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Project Coordinator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_