

**Education Allowance Children Registration Form**

Please complete the relevant sections and send this form to Group HC Payroll at payroll@algurg.ae along with the Child's Passport & Residency Copy and Schooling Proof details. Only typed submissions will be processed.

PERSONAL DATA			
Employee ID		Employee Name	
Position		Department	
Entity		Contact Number	
Email Address		Grade	
DEPENDANT'S DETAILS – Child 1			
Name:		Date of Birth:	
Name of School:		Class/Grade:	
Sponsored by:	Self <input type="checkbox"/>	Spouse <input type="checkbox"/>	If Sponsored by Spouse; NOC Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>
DEPENDANT'S DETAILS – Child 2 (if applicable)			
Name:		Date of Birth:	
Name of School:		Class/Grade:	
Sponsored by:	Self <input type="checkbox"/>	Spouse <input type="checkbox"/>	If Sponsored by Spouse; NOC Provided: Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your spouse provided with education allowance by his/her employer, for:			
Child 1	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Child 2 Yes <input type="checkbox"/> No <input type="checkbox"/>

Signature of Employee: _____

Date: _____

CORPORATE PAYROLL

Approved Not Approved By: _____

Signature: _____

Date: _____

REQUIRED DOCUMENTS	
1. Copy of Child Passport and Residency visa	2. Proof of Schooling

Al Gurg Stationery Credit Voucher Issued: Yes No