

Bonus Approval Form

Requests approval and processing of employee bonuses or incentives.

01 Employee Information

Employee Name

Employee ID

Department

Position

Reporting Manager

02 Bonus Details

Bonus Type

Bonus Amount

Currency

Payment Date

Performance Period

Performance Rating

03 Justification

Justification / Reason

Metrics / KPIs Achieved

Additional Notes

04 Approvals

Requested By

Manager Approval

HR Approval

Finance Approval

Declaration & Consent

I confirm that the bonus request above is justified based on employee performance and has been reviewed through proper channels. The bonus will be processed and paid in accordance with company policy and applicable tax regulations. All data will be handled in accordance with Humii's Privacy Policy.

Authorized Signature

Date (DD/MM/YYYY)

Full Name (Print)

Designation