

1. Eligibility Check

- **Is the employee a full-time employee?**
 - Yes → Proceed to Service Duration Check
 - No → Loan Request Denied
- **Has the employee completed at least 1 year of continuous service?**
 - Yes → Proceed to Loan Type & Amount
 - No → Loan Request Denied

2. Determine Loan Type & Amount

Service Duration	Eligible Loan Type	Loan Amount	Minimum Monthly Repayment
1 - 3 years	<ul style="list-style-type: none">● Medical (Immediate family: self, children, spouse, siblings, parents ONLY)	5 times the Basic Salary	30% of the basic salary
3 - 8 years	<ul style="list-style-type: none">● Medical (Immediate family: self, children, spouse, siblings, parents ONLY)● Own wedding● Home repair emergency● Children Education	6 times the Basic Salary	30% of the basic salary
8 years +	<ul style="list-style-type: none">● Medical (Immediate family: self, children, spouse, siblings, parents ONLY)● Own wedding● Children Education● Home repair● Home renovation	8 times the Basic Salary	30% of the basic salary

If

someone is paying 30% of their basic then you need to inform them that when they get an increment they their payback will still be 30% of their new basic

3. Budget Allocation

- **Loan Fund:**
 - A total budget of PKR 10,000,000 is allocated for employee loans.
 - Is the loan fund exhausted?
 - No → Proceed with loan processing
 - Yes → No further loans until additional funds are available
- **Milestone Notifications:**
 - Monitor and notify at 25%, 50%, 75%, and 90% of loan fund consumption.
- **Loan Prioritization:**
 - Prioritise medical loans over personal loans when the loan budget is nearly exhausted.

4. Loan Application Process

- **Documentation Submission:**
 - Employees must submit necessary documentation
- **Loan Review:**
 - HR to review loan requests and documentation.
 - Does the application meet eligibility criteria?
 - Yes → Proceed to Approval
 - No → Loan Request Denied
- **Approval Process:**
 - Designated authority gives final approval.
- **Agreement Signing:**
 - Employee signs the loan agreement outlining terms and conditions, repayment schedule, and includes a guarantor.

5. Loan Amount Negotiation

- Attempt to negotiate the requested loan amount down if possible.
- Do not disclose the maximum loan amount the employee is eligible to receive.
- If the employee requests less than they are eligible for, do not inform them they could have requested more.

6. Repayment Terms

- **Salary Deduction:**
 - Loan repayment is automatically deducted from the employee's salary on a monthly basis.
- **Request to Skip Deduction:**
 - Employees are allowed **one** request to skip a loan deduction during the repayment period.

- **Confidentiality of Terms:**

- Do not inform the employee of specific repayment terms. If an employee offers to pay more, do not disclose this information to them.

7. Confidentiality Notice:

- This policy is for Naveed Alam, Anas Bin Aqeel and Aamir Dawood use only and must not be shared with employees or external parties.
- All personnel involved must maintain strict confidentiality regarding this policy.