

**HCL Technologies Ltd.**

**EMPLOYEE ADVANCE/LOAN TERMS AND RECOVERY CONSENT**

Employee Name: \_\_\_\_\_

Employee Code: \_\_\_\_\_

Advance Amount Requested with currency: \_\_\_\_\_

Date Of Application: \_\_\_\_\_

Date Of Joining \_\_\_\_\_

**RECOVERY SCHEDULE**

This advance may be deducted from my payroll in two equal instalments per pay period:

**Salary Advance - Terms and Conditions**

1. I hereby confirm that I have read and understood the following Policies available in, the HCL's Policy Portal
  - a. Salary Advance Policy
  - b. International Relocation Policy
2. I hereby express my consent to be bound by the terms and conditions of the respective policy.
3. The payback period shall be in accordance to the respective policy
4. I hereby give my express consent for recovery of the Salary Advance from and out of my Salary in accordance with the respective policy.
5. I hereby give my express consent for recovery for the Salary Advance from and out of full and final settlement in the event of my separation from the Company.
6. In the event of any outstanding balance where recovery cannot be made from the full and final settlement, I hereby agree and undertake to settle the advance within 1 month from my last working date.
7. I agree that any notice for recovery sent over e-mail to the \_\_\_\_\_  
(alternate personal mail id of the employee) shall be a valid service and I shall be responsible for legal recovery cost.

I hereby agree to and shall abide by the terms and conditions as stated above.

Applicant's Name and Signature:

Date:

Place: