

**ZAD HOLDING COMPANY Q.P.S.C**  
Corporate Policy and Governance Manual

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4. Proposed credit application will be reviewed by the Finance Dept., discussed with the sales and final recommendation will be sent for the approval. The Finance Dept., must check the details, speak to the Client, if required and provide recommendation,
5. The finance department will evaluate credit worthiness of the customer based on following documents:
  - a. Bank statement for at least last six months.
  - b. Financial statements for at least last two years . This should be applicable where the credit limit extended to customer is in excess of QR 500,000/-
  - c. Reference letter from other reputed suppliers
  - d. Qatar Credit Bureau Report based on value threshold to be obtained. This should be applicable where the credit limit extended to customer is in excess of QR 100,000/-
6. General Manager or DGM will finally decide on credit limit and credit period and can approve up to a Credit limit of QAR 500,000/- and credit period up to 60 days from statement date in case of Modern Trade Customers (applicable for FMCG) and upto 90 days from statement date in case of Other customers . Anything exceeding these limits will be approved & signed by CEO. Where in case, the required documents from the customers could not be obtained for evaluation of the credit worthiness, then the credit limit that can be approved by GM or DGM shall be limited to QR 100,000/- only and anything exceeding this limit will be approved & signed by CEO or Vice President Finance.
7. Original credit application form will be submitted to the finance department and copy to sales department after approval.
8. Approved credit terms will be communicated to the customer.
9. For sale to customers that are having annual "Local Supply Contract" with the company are exempt from credit application form. However, the due diligence will be done by obtaining the required documents and assessment of credit worthiness of customer before signing the contract.
10. The credit limit for Alcat Contracting customers (Other than Government or Statutory Authority) for construction works or for supply of Asphalt, shall be value of the contract executed against the awarded tender or Job, subject to a maximum of value covered through letter of credit or a bank guarantee. The approval of the Tender Costing with recommended bid value and the credit terms shall be considered approval for the credit limit & credit period. General Manager of Alcat Contracting shall ensure that, the approved terms shall be forming part of the Contract / Agreement with the Customer / Client. Any deviation from the approved limits shall be with a prior approval of the CEO.
11. For Asphalt business, the Credit limit & Credit period of the customers are approved by the CEO. The customers having credit facility secured by LC, BG, guarantee cheque or open credit are summarized in a document & submitted for CEO approval as & when there is addition of new credit customer or changes proposed in the existing credit limit & period with the unit specific notes related to credit facility.

## **Adnan Khan – Fin Dept.**

**From:** Adnan Ahmad  
**Sent:** Wednesday, 17 December, 2025 2:34 PM  
**To:** Adnan Khan – Fin Dept.  
**Cc:** Sayyed Mobin Razzaq; Nadeem Mohammed; MT Sales Supervisors; Mohd Zakariya Khan; Mujahid Baig; Mozahid Ali; Panvez Agaskar; Mohsin Khan; Javed Arif Mohd Arif; Mirza Saifullah Baig; Muhammad Asad; Nitesh Dixit  
**Subject:** RE: Required Stamped Declaration Form – CAF for Paris Express (Abu Nakhlha Branch)

Dear Adnan Khan,

We tried to get the same, but unfortunately they could not provide it.

They confirmed that they do not share such details with any supplier and all types of stamps currently in use are already available on the BDA, Credit Application, and store invoices, which can be considered as samples.

Thanks and regards,

Adnan Ahmad  
Sales - Manager



**Dandy Company Ltd.**  
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**From:** Adnan Khan – Fin Dept. <[adnankhan@dandy.qa](mailto:adnankhan@dandy.qa)>  
**Sent:** Wednesday, December 17, 2025 2:09 PM  
**To:** Adnan Ahmad <[adnanahmad@dandy.qa](mailto:adnanahmad@dandy.qa)>  
**Cc:** Sayyed Mobin Razzaq <[mobin@dandy.qa](mailto:mobin@dandy.qa)>; Nadeem Mohammed <[nadeemmohammed@dandy.qa](mailto:nadeemmohammed@dandy.qa)>; MT Sales Supervisors <[mtsalessupervisors@dandy.qa](mailto:mtsalessupervisors@dandy.qa)>;

Mohd Zakariya Khan <Zakariya@dandy.qa>; Mujahid Baig <mbaig@dandy.qa>; Mozahid Ali <mozahid@dandy.qa>; Panvez Agaskar <panvez@dandy.qa>  
**Subject:** Required Stamped Declaration Form – CAF for Paris Express (Abu Nakhlha Branch)

Dear Sir,

We have received the Credit Application Form (CAF) from the Sales Team for the Paris Express – Abu Nakhlha branch. However, the customer's stamped declaration form is not attached to the CAF.

Kindly provide the duly stamped declaration form so that we may proceed further.

Thanks and regards,

Adhan Khan  
Asst Accounts-Finance



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