

Dear Zain,

Please find enclosed email approval for your reference and action.

Thanks and Regards,

Anjum Hussain

Head - Human Resources & Admin



Zad Holding Company Q.P.S.C

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Email : anjum@zad.qa | Web : www.zad.qa

From: Tarique Mohammad <tarique@zad.qa>

Sent: Thursday, December 25, 2025 3:19 PM

To: Anjum Hussain <anjum@zad.qa>

Subject: Re: approval required for personal loan request of Sydney - Technician - QFM for house repair damaged in heavy r

Ok

Sent from my iPhone

On 25 Dec 2025, at 5:21 pm, Anjum Hussain <anjum@zad.qa> wrote:

Dear Sir,

We have received a personal loan request from Sydney Wickramasinghe, an employee of QFM Company. His the recent heavy rains and flood in Sri Lanka and his family is going through difficult times.

Hence he has requested personal loan of QAR 15,000/- against his EOSB.

Adnan Meerji has recommended that the employee's request be considered on compassionate grounds. His

Emp Code	3406
Name	Sydney Wickramasinghe
BU	QFM
Designation	Technician
DOJ	01-Jul-12
Personal Loan	for repairing house damaged in heavy rain & floods in Sri Lanka
Basic Salary	2,500
Gross Salary	2,500
Amount Requested (QAR)	15,000
Loan To Be Granted (QAR)	15,000
EOSB (as of 25.12.2025)	27,246
70 % of EOSB	19,072
Deduction Per Month (QAR)	625
No of Installments	24

Following table provides the details of personal loan provided to employees in various units and the

BU	ACC	ALC	ASP	GUC	QFM	QFI	QFT	USB	ZAD	Total
Number of Employees under personal loan	6	6	4	3	13	74	1	2	7	1
Outstanding loan amount as on 23.12.2025	33,380	43,705	20,620	11,375	57,232	93,028	500	950	74,272	335,0

Submitting this employee request for your kind consideration and approval.