



Appendix A

Ref: Oct 2023 - 01

Date: 02/10/2023

شركة زاد القابضة
Zad Holding Company S.A.Q.

To,
Management,
Zad Holding Company Q.P.S.C
Doha, Qatar.

Subject: Approval for processing Leave Encashment online for the month of October 2023 for Zad Group Companies

We request you to approve to process leave encashment online for the month of October 2023 for Zad Group companies as per following summary:

Units	No of Employees	Leave Salary	Air Ticket	Total Encashment	Mode of Payment				Total Amount	Amount in QAR
					Transfer to Doha Bank	Transfer to Other Bank	Transfer to D Pay	Transfer to Dukhan Card		
ZAD	3	21,450	17,280	38,730	31,780	6,950	-	-	38,730	38,730
QFM	18	60,431	38,430	98,861	68,240	-	30,621	-	98,861	98,861
QFI	16	63,606	45,269	108,875	50,230	29,670	28,975	-	108,875	108,875
USB	54	131,054	110,008	241,062	35,237	47,210	158,615	-	241,062	241,062
QFT	1	16,000	4,300	20,300	-	20,300	-	-	20,300	20,300
UNB	1	1,578	1,550	3,128	-	-	3,128	-	3,128	3,128
ALC	9	23,282	26,540	49,822	-	19,100	30,722	-	49,822	49,822
ASP	7	52,515	23,470	75,985	-	55,900	-	20,085	75,985	75,985
ACC	19	79,780	45,370	125,150	-	44,950	80,200	-	125,150	125,150
GUC	14	33,439	30,164	63,603	17,200	19,550	26,853	-	63,603	63,603
Total	142	483,135	342,381	825,516	202,687	243,630	359,114	20,085	825,516	825,516

Requested by:

Abdul Salam
VP Finance

Approved by:

Authorized Signatory



Authorized Signatory