

# Bike Benefit Policy

## Summary

CureMD aims to inspire and promote our people's well-being. CureMD's Motorbike Benefit Policy ("**Policy**") is designed to improve the quality of life and facilitate ease of commuting for CureMDians ("**Employee(s)**").

## The Policy

CureMD will contribute 50% of the down payment or Rs 100,000 whichever is lower ("**Benefit Amount**"), towards the cost of a personal motorbike used to commute to work. CureMDians will not need to repay the Benefit Amount if they comply with this Policy and serve CureMD for three years after the agreement sign off date.

## Eligibility

Employee, at the time of application, must:

be a full-time permanent employee; and  
perform in good standing - consistent ratings of "meeting expectations" and above.

*Employee's eligibility will be calculated on the 1st day of each calendar quarter (i.e. January, April, July, and October).*

## Terms

Employees must:

- (i) sign a motorbike benefit contract with CureMD; and
- (ii) submit a personal cheque in the name of CureMD (equivalent to the Benefit Amount) ("**Benefit Amount Cheque**") which will be deemed written off and returned after serving CureMD for three consecutive years from the agreement sign off date.

Employee will pay back the total Benefit Amount if they:

- (i) are terminated or resign prior to the completion of the above stated three-year period; or
- (ii) violate this Policy. In case of resignation/termination, Employee must pay the Benefit Amount a week before their last working day. If an Employee violates this Policy, they shall pay the Benefit Amount within one month of such violation. Failure to pay will lead to CureMD encashing the Benefit Amount Cheque. CureMD will not release the Employee's final settlement amounts (i.e. salary, provident funds, etc.) until the Benefit Amount is fully recovered.

## Process

At any time during the year, Employee may send an enrollment request via email with the subject line "Motorbike Benefit Enrollment" to [operations.hr@curemd.com](mailto:operations.hr@curemd.com).

Benefit requests will be processed in the first week of each quarter. For instance, requests received from October 1st to December 31st will be processed in the first week of the subsequent quarter (January), described as Quarter 1. Submissions received from January 1st to March 31st will be processed in the first week of the subsequent quarter (April), described as Quarter 2, and so on.

CureMD has a defined budget for every quarter. Requests will be processed based on budget availability. Any unprocessed request due to budget limitations will be processed in the subsequent quarter.

The Human Resources Department will review the request, provide guidance on eligibility, applicable amount, etc. There are no restrictions on which motorbikes Employees can choose. The applicable Benefit Amount will be paid regardless of the price of the motorbike. CureMD may work with dealers and banks to help process motorbike acquisition.

The Employee will be responsible for a minimum of 50% of the down payment, and all taxes and any other related expenses (registration, insurance, maintenance, road tax, etc.).

For further queries, please refer to the FAQ link attached below or contact the HR Operations.

For example:

Motorbike Cost:	Rs. 100,000 (base price of motorbike)
Employee Responsibility:	Rs. 50,000 (50% base price)
CureMD Benefit:	Rs. 50,000 (50% of the base price)

The employee will provide all relevant documents such as the motorbike invoice, delivery receipt, other expenses and a personal cheque in the name of “CureMD Pakistan (Pvt.) Ltd” for the Benefit Amount.

If the Employee obtains a bank loan, CureMD will release the Benefit Amount to the designated bank. The Employee will be solely responsible for the payment of all installments to any financial institution.

If the Employee buys the motorbike on all cash, CureMD will deposit the Benefit Amount to the employee’s bank account on file.

The motorbike will be in the Employee’s name and the Employee will be responsible for maintenance and all other costs.

Employees will submit proof of delivery to CureMD within five (5) business days of receiving the motorbike, including a copy of the motorbike documents (payment receipts, registration, insurance, delivery document, etc.).

The Employee will be solely responsible to follow all local laws and regulations with respect to operating the motorbike and insurance.

The Employees cannot sell, lend or operate the motorbike commercially until they have completed serving CureMD for three years from the agreement sign off date.

CureMD reserves the right to accept, reject or refuse any application with a reason for the rejection.

Restrictions

The motorbike will be solely used for personal use by the Employee, their dependents, or immediate family members. Employees in breach of their employment agreement, or those under current or past disciplinary issues (e.g. formal complaint leading to corrective action with two subsequent warnings or a severe warning) do not qualify for this benefit.

Employees serving their notice period are not eligible.

Employees with existing company loans are not eligible for this benefit until their current loan is settled.

Employee will be wholly and solely responsible in the case of any theft, accident, or damage.

Employee will be solely responsible for filing all taxes associated with the Benefit Amount.

Exceptions

Any exceptions to this Policy will require an explicit approval from the VP of the Human Resource Department.

CureMD reserves the right to amend this Policy. Policy changes will only be applicable to new applicants.



Together, Let's Save Lives.

E-Mail: [hrenablement@curemd.com](mailto:hrenablement@curemd.com)

