**Vehicle Loan Policy**

The policy will be governed under following guidelines. Company reserves the rights to add/update/amend/rectify any/all parts of this policy at any point of time.

Under this policy, we intend to provide loan and advances facility to our employees for the purpose of purchasing a two wheeler vehicle through a convenient and transparent process. This policy is an extension and addition to employee’s overall benefits provided by the company for eligible employees in order to enhance satisfaction, well-being, and overall productivity.

Kindly consult with HR for your eligibility and application process.

* **Policy Guidelines:**

**1. Eligibility Criteria**

* This policy applies to all the permanent employees after they complete minimum 06 Months with the organization as an FTE (Full Time Employee). It does not apply to the employees who are on the probationary period.
* Employees applying to avail this benefit must meet the legal requirements to own and operate a vehicle in compliance with laws and regulations.

**2. Loan Application Process:**

* Employees interested in applying for a vehicle loan should complete the designated application form available through the employer.
* Management will review and approve the documents provided by the employee.
* Upon approval, the employee will provide quotations from an authorized vehicle dealer for the vehicle they intend to purchase.
* HR will evaluate the amount eligibility and provide approval of the amount.
* Employee will sign a loan agreement with the employer.
* The approved amount will be paid directly to the dealer through online payment or cheque on your behalf.
* Upon successful purchase of the vehicle, the employee must share the RC Certificate with the employer.

**3. Loan Terms and Condition:**

* The amount of loan that employee is eligible for disbursement is
  1. Rs 40,000 or
  2. 02 months gross salary of an employee whichever is lower.
* Loan will be provided to the employee without any interest (0% interest).
* The vehicle will be registered on employee’s name only.
* Loan amount will be directly credited to dealers company and invoice will be required.
* If an employee leave the organization for any reason before the loan is completely repaid, the balance loan amount will be immediately due and employee will also be required to pay interest on the loan amount for the duration they had the loan as per the prevailing market rates. Current market rates are shared below.

| **Bank Name** | **Interest Rates** |
| --- | --- |
| Axis Bank | 10.80% - 28.30% |
| Bank of India | 6.85% - 8.55% |
| Bajaj Auto Finance | Starting at 8.50% |
| Punjab National Bank | 8.65% - 10.00% |

**4. Repayment:** 

* Loan will be repaid by the employee to the organization through equal monthly installments deducted directly from the employee's salary.
* Employees may choose loan tenure of 1 year / 18 months / 2 years.
* Employees will need to furnish a check of loan amount as guarantee/surety.

**5. Legal Considerations:**

* The policy will be regularly reviewed and updated to ensure ongoing compliance with evolving legal requirements.