



## ASIAN LAND STRATEGIES CORPORATION

To : **ALL ASIAN LAND GROUP EMPLOYEES**  
From : Human Resources and Admin Department  
Date : January 17, 2019  
Cc : MANCOM/ File  
Ref./Rev : HRD-2019-001/Rev-000  
Re : **EMPLOYEE PROPERTY (HOUSING) LOAN POLICY**

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Please be informed of the company's Employee Property (Housing) Loan Policy effective January 1, 2019.

See attached files.

Please be guided accordingly.

  
**MA. SHEILA G. MANALO**  
Chief Human Resources Officer

Noted by:   
**JAVIER FELIPE E. QUINTOS**  
Chief Executive Officer



## ASIAN LAND STRATEGIES CORPORATION

COMPANY	ASIAN LAND STRATEGIES CORPORATION	EFFECTIVE / REVISION DATE	01/01/19
POLICY	EMPLOYEE PROPERTY (HOUSING) LOAN POLICY	DOC. REV. NO.	ALSC-HRD-022-001

### PURPOSE

The **EMPLOYEE PROPERTY (HOUSING) LOAN POLICY** is intended to aid employees in acquiring their dream homes, encourage them to live within the various ALSC projects and, in so doing, enhance the ALSC community in general.

### SCOPE AND LIMITATIONS

This policy applies to all regular employees of Asian Land Strategies Corporation and affiliates.

### POLICY STATEMENTS

1. Employees are eligible for availing housing loan from the company at the special discount of 5% OFF the Total Contract Price. This discount cannot be used in conjunction with other discounts i.e. open house discounts.
2. Interested employees must submit a Letter of Intent to apply for a housing loan. Loan application will go through the usual Sales and Credit Assessment approvals. Below are the minimum criteria to qualify for the loan.
  - a. Employee should be a regular employee who has rendered 5 years of continuous service.
  - b. Employee must have no existing property or housing loan with ALSC.
3. Financing Options.
  - a. First option is thru Bank Financing.
  - b. If employee will not qualify for Bank Financing, the second option is thru In-House Financing with a maximum term limit of 7 years. In this regard, loan will be subject to prevailing bank interest rate at the time of availment, which will be fixed during the duration of the term.
  - c. If through In-House Financing, payment of loan is done through equated monthly installments directly deductible from employee's salary. For purposes of illustration, the sample computation is as follows:

Prevailing Bank Interest Rate at the time of availment : 7.5%

P 1,000,000.00

TCP

X 0.01533828

Factor Rate\*

P 15,338.28

Monthly amortization for 7 years

\* Factor rate will depend on term of the loan

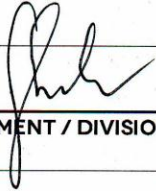

- d. Employee may request for a shorter repayment or amortization period but cannot be extended beyond 7 years.
4. Employee will faithfully abide with all terms and conditions of the Contract To Sell (CTS) to be executed for the loan of the property and all policies and procedures within the subdivision, otherwise, will be subject to penalties, which may include up to cancellation of CTS to ejection.
5. In case of employee's resignation or separation from ALSC, the loan shall be converted to regular in-house account subject to all prevailing regular loan conditions.
6. Accounts must be under the name of the qualified employee; special cases are subject to approval by Mancom.
7. Employee property (housing) loans are not sales commissionable.

#### EFFECTIVITY

This Policy version takes effect on January 1, 2019, and supersedes any other versions or related memos issued prior to it. The Company reserves the right to amend, revise and change any provision in this policy at any given time.

RECOMMENDING APPROVAL:

APPROVAL:

BY:		BY:	
	DEPARTMENT / DIVISION HEAD		JAVIER E. QUINTOS, CEO