

Loan for House Rent Deposit Policy

HR-PO722, Ver. 1.6

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1. PURPOSE

The policy aims to provide financial assistance to associates at the time of joining as well as at the time of transfer to address the requirement of funds on account of rental deposit.

2. ACRONYMS AND DEFINITIONS

| Term/ acronym | Explanation |
|---------------|---|
| PACE | Platform for Agile connected enterprise |
| EMI | Equal Monthly Installment |
| CPO | Chief People Officer |
| HR HUB | Human Resources |
| FIN | Finance |

3. ELIGIBILITY

The provisions of this policy are applicable to all associates in India including associates deputed to India.

Benefits mentioned in this policy do not apply for any interns during their assignment/internship period. All new joiners who have relocated from one city to another for the purpose of joining, as well as associates, who have relocated from one city to another on account of transfer owing to business requirements, if required to hire an accommodation at the place of their posting, can avail the benefits of this policy. The benefit may be availed within one month of joining or transfer to the new location.

4. ENTITLEMENTS

Eligible associates relocating within India are eligible for a loan up to a maximum of 15% of fixed CTC or 1 Lakh whichever is lower. The loan amount will however not exceed Rs.1 lakh in any case.

5. LOAN RECOVERY

The loan shall be recovered by way of (EMI) salary deductions from the second payroll onwards within a maximum period of ten months for associates relocated to Mumbai, Bangalore, Chennai, Delhi and six months for all other cities.

An associate has the option of repaying the loan by authorizing shorter number of installments.

In the event of loan recovery pending from a separating associate as on the day of exit, the settlement of the pending loan amount would be done through the full and final settlement.

In case of long term overseas assignment any pending loan amount would have to be settled before movement to the overseas location or through post-dated cheques.

6. PROCESS FOR AVAILING LOAN

Associate should raise a request for loan in PACE HR, which would be routed to the HR HUB/Finance Department for approval. Registered lease agreement for property as proof is required to be furnished mandatorily along with the request when submitted in the PACE.

Payment per entitlement would be made according to following time lines for every month:

- 1) Payment will be advised twice (*2nd and *5th day) in the first week of the month.
- 2) On the following weeks, payment will be advised once a week, i.e.: Every *Monday

*If payment day falls on a Holiday, next working day would be considered for the same.

It will take 5 working days for the amount to credit in Associate's account from the day it is advised by Finance department.

This amount may only be used for the purpose of rental deposit. The loan shall be charged with interest at the rate of 8% per annum on reducing balances method. The rental deposit shall not be paid to associates if there is any outstanding loan/salary advance against their name. This loan will be subject to perquisite taxes that will be governed by the applicable IT rules in India.

7. DEVIATIONS

Any deviation from policy would require CPO/HR Head approval.

8. ROLES AND RESPONSIBILITIES

| Who | What / When / How |
|--------------------|---|
| Associate | 1. To raise a request for the loan in PACE HR along with Registered Lease Agreement of the property. |
| HR HUB | To verify the amount requested along with supporting documents and approve the request on PACE |
| Finance Department | To process the payment post approvals. Recovery of the loan amount through payroll. Advise recovery amount to associate in case of overseas movement prior to providing clearance. Recover outstanding loan amount for separating associates through the full and final settlement. |

9. DOCUMENT HISTORY

| Version | Date | Author (function) | Reviewed by | Approved by | Nature of changes |
|---------|-------------|-------------------|----------------|---------------|--|
| I1.0 | 23 Aug 2013 | HR | Function Head | Function Head | First Integrated Issue |
| I1.1 | 19 Nov 2013 | HR | Function Head | Function Head | Second integrated issue |
| I1.2 | 11-Nov-2014 | Process Owner | Function Owner | Function Head | Changed from path from PS(F) to PS(H) Section 6: Payment timelines included |

| Version | Date | Author (function) | Reviewed by | Approved by | Nature of changes |
|---------|-----------------------|----------------------|-------------------|------------------|--|
| I1.3 | 4- June- 2015 | Process Owner | Function Owner | Function Head | PS updated to PACE. |
| I1.4 | 30- Oct- 2015 | Process Owner | Function Owner | Function Head | Added Loan Recovery Instalment in Loan Recovery Clause |
| I1.5 | 02- March- 2017 | Process Owner | Function Owner | Function Head | Updated Eligibility (Section 3) |
| I 1.6 | 4-Sep-18 | Process Owner | Function Owner | Function Head | Updated Entitlements (Section 4) |