

(Name of Entity)  
EMPLOYEE ADVANCE/LOAN TERMS AND RECOVERY SCHEDULE

Employee Name: SAHAYA EMMANUEL PRABHU MARTIN Employee Code: 51731106

Type of Advance: ☒ Salary Advance ☐ Advance against Non Payment of Salary ☐ Car Loan  
☐ Travel Advance ☐ Expense Advance ☐ Relocation Advance

Advance Amount Requested: 5000 Currency: SGD

Date of Application: 01/06/2018

RECOVERY SCHEDULE will be as under for:

- Salary Advance to meet exigencies:

Country	No of EMIs
India	2
France	3 EMIs or 10% of Net salary per month (whichever is lower)
Poland	1 (Same Month Payroll)
All other Geos	3 (6 for Bi weekly Pay Runs)

- **Salary Advance against non-processing of Salary:**  
The advance paid under this category will be entirely recovered when salary will be processed for the period you have taken salary advance. There will be no exception for this recovery.
- **Travel Advance / Expense Advance / Relocation Advance:**
  - The unspent amount after expenses will be recovered in maximum 2 installments
  - For cancelled travel, entire amount should be returned back to HCL within 7 days
  - For non submission of any claims within 7 days from travel/expense complete date, entire amount will be recovered in maximum 2 installments.
- **Car Loan Policy:**  
Recover will be as per 'Car Loan Policy, in Policy Hub

**Terms and Conditions**

- I hereby confirm that I have read and understood the following Policies available in 'Policy Hub', the HCL's Policy Portal
  - Policy on Salary Advance
  - Business Travel Policy
  - Relocation Policy (Domestic & International)
  - Car Loan Policy
- I hereby express my consent to be bound by the terms and conditions of the respective policy.
- The payback period shall be in accordance to the respective policy.
- I hereby give my express consent for recovery of the Advance from and out of my Salary in accordance with the respective policy.
- I hereby give my express consent for recovery for the Advance from and out of full and final settlement in the event of my separation from the Company in accordance to the respective policy.
- In the event of any outstanding balance, in spite of recovery from the full and final settlement, I hereby agree and undertake to settle the advance within 2 months from my last working date.
- The advance issued will be in the local currency in which payroll is being processed except for travel advance issued in India.
- I agree that any notice for recovery sent over e-mail to the Sahaya.pr79@gmail.com (alternate personal mail id of the employee) shall be a valid service and I shall be responsible for legal recovery cost.

I hereby agree to and shall abide by the terms and conditions as stated above.

Applicant's Name: SAHAYA EMMANUEL PRABHU MARTIN

Signature: 

Date: 01/06/2018

Place: SINGAPORE