

APPOINTMENT LETTER

Private & Confidential

October 15, 2025

Name: MR. Shahzaib Hamza
Address: PK, Karachi, Sindh, MC, 233 Asifabad,
Street 5, Karachi, 75230
CNIC #: 42201-6947585-7
Cell #: 92-313-1094815

Dear MR. Shahzaib Hamza,

We are pleased to offer you an opportunity to join **United Bank Limited (UBL)**, as we believe we share the same commitment towards Customers, Honesty of Purpose, Teamwork, Excellence, and Meritocracy. We look forward to your acceptance and to welcoming you on board as we embark on this exciting journey together. This offer letter provides an overview of your role, highlighting important aspects of your position and applicable workplace guidelines.

1. Role & Place of Posting:

Job Title: **Science and Engineering Associate**
Job Grade: **OG-2**
Reporting into: **Senior Manager International HR and Projects**
Place of Posting: **5000-UBL Head Office**
Business Group: **Management Trainee**

- 1.1 The Bank may second your employment to a subsidiary, associated company, or different location at its discretion, with appropriate notice for any relocation or transfer. Travel may also be required as part of your job responsibilities.

2. Compensation & Benefits:

- 2.1 Your total monthly compensation will be **PKR 155,000/- (PAK RUPEES ONE HUNDRED FIFTY-FIVE THOUSAND ONLY)**. The details of your compensation package and its breakdown is provided below.

Salary Breakup	PKR
Basic Salary	74,211
House Rent Allowance	33,395
Utility Allowance	18,553
Medical Allowance	7,421
Conveyance Allowance	5,000
Inflation Allowance	9,000
Festival Allowance	7,421
Gross Salary	155,000

- 2.2 The total compensation will be subject to deduction of all applicable taxes, and the final discharge of tax liability is your sole obligation.
- 2.3 You will be entitled for all benefits as per Bank's respective policy which may be amended from time to time.
- 2.4 Functional/Fuel/Title allowance is linked to your functional title and will be discontinued, if transferred to any other role.



2.5 Advance Monthly Bonus may be revised/revoked subject to periodic review as per branch slabs and individual performance at any time.

3. Job Description:

3.1 Your job description (annexed), serves as a guideline of your responsibilities in the context of this job role. Engaging in any other employment while in the Bank's service is strictly prohibited and will be deemed misconduct.

4. Probationary Period:

4.1 You will be on probation for a period of **6 Months**, extendable by one month at the Bank's discretion. However, during the probationary period either you or the bank has the right to terminate this employment contract without assigning any reason without notice/pay in lieu thereof.

5. Documents & Antecedent Verifications:

5.1 Prior to joining, you must submit the required documents as per the Joining Pack checklist. If any discrepancies are found in your background or CV, or if your testimonials are forged, this offer will be considered invalid. The Bank reserves the right to terminate the offer without notice or compensation and take any necessary legal action.

6. Termination of Employment Contract:

6.1 After confirmation of services, either party may terminate the employment with one month's prior written notice or payment in lieu, as per HR policy; provided that the Bank may at its discretion waive or extend all or any part of the notice provided to the Bank from the employee in case of resignation, and in case of such waiver the employee will only be entitled to payment until the final working day.

7. Employment Guidelines & Obligations:

7.1 As an employee, you are expected to adhere to the Bank's Code of Conduct, rules, regulations and policies, which shall form an integral part your employment and may be amended as necessary. Any violations will be addressed, as per the Accountability & Discipline Policy, mentioned in the HR Policy Manual.

7.2 You hereby agree that the Bank shall have all rights to and hereby assign to the Bank all intellectual property rights including, without limitation, copyrights, patents and other intellectual property rights associated with any ideas, concepts, techniques, inventions, processes, works of authorship or trade secrets developed, created, conceived, discovered or made by you, either solely or jointly with others during your tenure with the Bank. You must also maintain strict confidentiality regarding the Bank's affairs and clients, prohibiting unauthorized disclosure or access to records.

8. Staff Finance Takeover:

8.1 The employee loan takeover is subject to UBL's verification of the property/asset title. If deemed satisfactory, the process will proceed; otherwise, UBL reserves the right to amend or revoke the arrangement.

9. Governing Law:

9.1 This employment letter shall be governed by the laws of Pakistan, and any disputes arising hereunder shall be subject to the exclusive jurisdiction of the competent courts of Pakistan.

Please sign and return the attached duplicate copy of this Offer letter to the undersigned. Kindly note that the



letter is valid for **five (5) days** from the date of its issuance. After this period, it will stand null and void and deemed as recalled.

For & on behalf of United Bank Ltd.



Sohaib Azam
Unit Head Recruitment



Irfan Bhatti
Unit Head – Recruitment

I have read and understood the above terms & conditions and agree to abide by them. As a token of acceptance / agreement, I countersign this letter below:

MR. Shahzaib Hamza October 15, 2025

Name & Date

Benefits

Performance Bonus As per bank's policy

STAFF FINANCE *(As per the staff finance policy of the bank as may be amended from time to time)*

Pay Continuity Plan One basic salary for 60 months to be offered to the family of deceased employee; one year complementary health insurance for spouse and 3 children up to 18 years; PKR 75,000 to family on employee's death

Group Life Insurance 36 gross salaries (Min 2M - Max 15M)

Medical Insurance For self, parents and dependents as per bank's policy

Leave As per bank's policy

Solar Panel Finance Max limit up to PKR 2M at 5% p.a.

Transport Finance Benchmarked car: Suzuki Alto (Automatic) at 5% p.a.

House Finance Max limit PKR 65M. PKR 40M at 5% interest rate. Amount exceeding PKR 40M at KIBOR plus 100 bps.

General Purpose Finance 5 basic salaries up to a max of PKR 1M at 5% p.a. 5 basic salaries up to a max of PKR 1M at 5% p.a.

END SERVICE BENEFITS:

Contributory Provident Fund i) 8.33% of basic salary per month. ii) Equal contribution by the Bank after confirmation.

Gratuity 50% of last drawn basic salary per completed year of service, eligible upon completion of 3 years of continuous service.



