



SALARY POLICY

- Appedology Pvt. Ltd. issues salaries during 10 calendar days of every month.
- Appedology Pvt. Ltd. doesn't have any policy for advance salary; also we do not issue salaries via check, cash or draft's across the board for any senior or junior position.
- In worst scenario if any employee is having problems with MCB in order to open their bank account they can always let Finance and HR know and it's Finance responsibility to help that individual to open his account with MCB.
- HR needs to make sure any new candidate we bring on board he/she have to submit their account details within 10 working days of his/her joining at max.
- In-case the candidate fails to submit the account details to HR as per given timeline his/her services with Appedology Pvt. Ltd. will be suspended till HR receives the account details.
- Appedology Pvt. Ltd. doesn't allow candidates to submit any irrelevant account details like spouse, colleague or etc.

I acknowledged the above mentioned policy.

Employee Name: Neha Rajesh
CNIC No. : 42301-4379916-0
Date of Joining: _____
Department: Admin Support Executive
Dated: _____
Signatures: [Signature]