



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: M. Hasan

CNIC No. : 4210160438135

Date of Joining: Dec 28th, 2020

Department: Matrix Collection

Dated: Dec 28th, 2020

Signatures: 