

## SALARY POLICY

- Pro Global Pvt. Ltd. issues salaries within 10 calendar days of every month.
- Pro Global 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 Allied Bank 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 Allied Bank.
- 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 Pro Global Pvt. Ltd. will be suspended till HR receives the account details.
- Pro-Global Pvt. Ltd. doesn't allow candidates to submit any irrelevant account details like spouse, family member or any colleague etc.

**I understand and agree on the above mentioned policy.**

Employee Name: Muhammad Idrees  
CNIC No.: 21103-4594975-9  
Date of Joining: 21/09/20  
Department: Collector  
Dated: 21/09/20  
Signatures: 