

Date: 6th July 2021

Ref # ISL/E/ PRO-0154/06/07/2021

Mr. Taimoor Uz Zaman
S/O Sher Zaman
WC Collections
(CNIC # 37405-4986111-1

Address House # 3, Street # 3, Shahjawan Colony, Rawalpindi.

SUB: SHOW CAUSE NOTICE

It has been reported to the Human Resource Department that you were found doing fraudulent activities i.e. altering the official documents, internal processes, misrepresenting information, and knowingly distributing fake documents to insurance companies to obtain financial gain in terms of incentives.

- In spite of being one of the senior employees of the company, you were found committing forgery where you deliberately manipulated the official documents with false information to obtain financial gain in terms of incentive which is gross misconduct and goes against the standard terms and conditions of your employment.
- From the records we have found out that during the month of March, 2021 you have made a monthly incentive of PKR 13,672 which was paid to you in April 2021, in April, 2021 you have made a monthly incentive of PKR 55,798 which was paid to you in May 2021, also during this tenure you have resolved 20 files/cases and made a weekly per file incentive of PKR 37,607 which was paid to you accordingly. During this period the company paid a total incentive of PKR 107,077.

- You not only manipulated and presented false information to the insurance companies but also carried out the same activities on a continual basis to obtain financial gain and received incentive on a weekly/monthly basis for the last 3 months which is a total of PKR 107,077.
- These Deceitful actions of yours clearly depict your inferior level of organizational citizenship with initiating fraudulent activity to damage the reputation and existence of our business.

Hence, you are hereby called upon to return this incentive of **PKR 107,077** within **seven (7)** days from the date of receipt of this notice. In case you failed to return this amount in the stipulated time period, then the company is unrestricted to take legal action against you before the Court of competent jurisdiction.

Regards,



Human Resource Department
Pro Global Pvt. Ltd.