**SOP Document Tracker**

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| 1 | SOP No. | S0025 | | | |
| 2 | Doc. ID\* | S0001LOAN12102017v1 | | | |
| 3 | Title | PnP Staff Loan Policy | | | |
| 4 | E-file name |  | | | |
| 5 | Date of Issue |  | | | |
| 6 | Date of Expiry | Until notified | | | |
| 7 | Dates Previous 2 Versions |  |  | | |
| 8 | Date of withdrawal |  | |  | |
| 9 | Holder Name and Designation | Admin. Manager | | | |
| 10 | Authorized Issuer | Mr. Manab Chakraborty, CEO | | | |
| 11 | Signature of the issuer |  | | | |
| 12 | Place and Date of Signature | Place: Hyderabad | | | Date: 1/04/2019 |

PS: \*This document replaces all previous versions, if any.

# Partners in Prosperity Staff Loan – Policy

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| --- | --- |
| Purpose | To assist the Partners in Prosperity Employees by providing loan for any personal purpose. |
| Loan Size | Double the Monthly Salary Amount rounded off (see below for EMI) |
| Tenure | 6 months. |
| Interest Rate | Nil |
| Processing Fees | Nil |
| Pre-closure | Nil |
| Repayment | EMI to be deducted from Salary Payable every month. |
| Eligibility and Process | All Confirmed Employees. Employee as Main Applicant Employees under probation or under Performance Improvement (basically poor performers) not eligible. Application to be approved by the Loan Committee . |
| KYC and Collateral | Voter ID  Electricity Bill Aadhaar Card  Photographs of Applicant - 2.  6Post dated Check of the Borrower with EMI filled.  Legal agreement in stamp paper with Applicant |
| Loan Utilization Check | Done after a week of disbursement. |

