**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 andProcess | 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 andCollateral | 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 UtilizationCheck | Done after a week of disbursement. |

