

ALIGNMENT OF INTEREST POLICY

INTRODUCTION

In-line with the requirements of Regulation 60A of the NBFC & NE Regulations, 2008, the objective of this policy is to align the interests of its key employees with those of the unit holders of the Collective Investment Schemes (CIS) managed by Pak-Qatar Asset Management Company Limited (PQAMC).

For the purpose of this policy, key employees shall constitute: CEO, CIO and Head of Investment Committee.

POLICY

- i. Out of the total Annual Performance Bonus payable (net) to the aforementioned Key Employees, 5% share shall be disbursed in the form of units of the CIS managed by PQAMC.
- ii. Respective key employees will have the option to decide which fund this allocation is made in.
- iii. Minimum holding/lock in period against each disbursement shall be six months. No redemption will be allowed during this period. Cases of retirement or expiry of contracts (employees on contract) before the expiry of lock in period will be considered on a case-to-case basis by the management. In case of resignation or termination, the lock in period as above shall apply.
- iv. In the event of established fraud or professional misconduct, the Company reserves the right to recoup or forfeit any or all allocated units. Such action shall be taken at Management's discretion following a formal inquiry, which shall include providing the affected employee with a fair opportunity to be heard.
- v. In case of non-declaration of a performance bonus for any specific year, a 5% of a basic salary of the key employee for the last month of the preceding financial year (June) shall be allocated.
- vi. PQAMC will disclose all the relevant information in accordance with the requirement of Schedule XXII of the Non-Banking Financial Companies and Notified Entities Regulation 2008.
- vii. All the documents and records will be retained for a minimum period of 5 years.
- viii. PQAMC will disclose the formulated policy along with summary of any exemption to the policy on its website and annual report.

Roles and Responsibilities

- i. Following approval by the Board, HR will be responsible for facilitating the allocation and investment of amounts into CIS units in line with the provisions of this policy.
- ii. HR will be responsible for communicating to the concerned key employee details of the investment made as units of the CIS scheme.
- iii. The Finance function will be responsible for making the necessary disclosures in the annual accounts and any other required forums.
- iv. This policy shall be modified to reflect changes in applicable regulations as and when required. Any such modifications or updates shall require approval from the Board.
- v. The Compliance team shall ensure that the requirements of this policy are duly followed.