



MNR Exports Pvt Ltd

ADVANCE POLICY

1. Prior requisition of advance needs to be sent to the management with valid reason.
2. One advance in a financial year can be granted under the condition the employee doesn't have any prior advance amount pending and / or any advance taken during the same financial year.
3. Advance amount will be a maximum of thrice the amount of basic salary of the employee / worker or it can be more depending on the gravity of the reason and /or management discretion.
4. Repayment of the advance amount should be done within the stipulated and / or agreed timescale, failing which company reserves right to realize the due amount from employee's monthly salary.
5. No interest will be charged on such advances.

Nilesh Doshi

NILESH DOSHI
(MANAGING DIRECTOR)
Date: 2ND JULY 2009