Internal Memo No. 901/64a – Admin. Division Date: 18-08-2025

Sub: Incentive Scheme for Employees to Purchase Car

Keywords: Car Purchase Incentive, Toyota Glanza

1. The earlier policy Memo No. 901/64 dated 12-02-2022 regarding car purchase assistance to Senior Managers is hereby withdrawn. The new scheme is being introduced to provide employees with a safe and cost-effective commuting option, while ensuring long-term retention and motivation.

2. This scheme shall be applicable only to select employees, at the discretion of Management. It shall not be construed as a blanket benefit or entitlement for all employees. This scheme is valid for the purchase of Toyota Glanza – Basic Edition (Fortune offer). The model/offer may be modified from time to time at Management's discretion.

3. Key Features of the Scheme:

a) Zero Down Payment – Employees may make a voluntary down payment to reduce EMI liability.
b) Loan Tenure – 84 months
c) EMI – Rs. 12,900/- per month (approx.).

4. Subsidy by Company:

a) Eligible employees shall receive a subsidy of Rs. 5,000 per month.
b) This subsidy will be booked in the Company's accounts as a loan to the employee.
c) On completion of 3 years of continuous employment from the date of first EMI, this loan amount shall stand waived off.

4. Exit / Buy-Back Conditions:

a) If an employee resigns or services are terminated before 3 years, the subsidy amount shall be recovered from salary, gratuity, or through sale of the car.
b) The Company may, at its discretion, buy back the car if it is in good condition. Buy-back valuation shall be based on straight line depreciation of 15% per annum (i.e., 1.25% per month). The car value will be treated as nil after 6 years 8 months.
c) If the employee continues in service beyond 3 years, they will continue to enjoy the subsidy of Rs. 5,000 per month for the full loan tenure of 84 months, or as long as they own and use the car.

5. Ownership & Maintenance:

a) The car shall be purchased in the employee's own name.
b) Insurance, maintenance, and running costs shall be borne by the employee.
c) Standard conveyance policy shall continue to apply.
d) Employees are encouraged to dispose of their existing personal vehicles, if any, and use the proceeds as down payment to reduce EMI.

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