## Frequently Asked Questions (FAQs)

**Q1) What is NBP Aitemaad Advance Salary?**

**Ans.** NBP Aitemaad Advance Salary is a Shariah compliant version of NBP Conventional Advance Salary. The product is structured on the basis of 'Tawarruq' / 'Bai Muajjal' arrangement for meeting the personal financing needs of the customer in a Shariah compliant manner.

**Q2) Who can apply for NBP Aitemaad Advance Salary?**

**Ans.** Salaried permanent and contractual employees of federal government, provincial government, semi-government, autonomous bodies and private sector who are maintaining their Salary Accounts with NBP.

**Q3) What is the age criteria for NBP Aitemaad Advance Salary?**

**Ans.** Maximum age of the customer is 59 Years and 06 Months at the time of maturity of facility OR at the time of approval /disbursement of financing facility, the maturity period should be at least 06 Months before the retirement age.

**Q4) Is there any job length requirement to avail NBP Aitemaad Advance Salary?**

**Ans.** Minimum Years of service in the current organization is required as follows:

| | | | |
|---|---|---|---|
| Government /Autonomous Employees | | Permanent<br>03 Years | Contractual<br>01 Year |
| Private Sector Employees | | Permanent<br>03 Years | Contractual<br>03 Years |

**Q5) Is there any minimum income requirement for NBP Aitemaad Advance Salary?**

**Ans.** Minimum gross monthly income requirement of the customer are as follows:

| | | |
|---|---|---|
| Government /Autonomous Employees | Permanent<br>PKR 25,000/- (Minimum) | Contractual<br>PKR 50,000/- (Minimum) |
| Private Sector Employees | Permanent<br>PKR 35,000/- (Minimum) | Contractual<br>PKR 50,000/- (Minimum) |

**Q6) What is the maximum financing limit of NBP Aitemaad Advance Salary?**

**Ans.** Maximum financing amount upto PKR 3,000,000/-.

**Q7) What is the mode of repayment for NBP Aitemaad Advance Salary?**

**Ans.** Equal Monthly Installment (EMI) will directly be recovered by debiting your Salary Account maintained with NBP.

**Q8) What is the tenure of NBP Aitemaad Advance Salary?**

**Ans.** Maximum financing tenure under NBP Aitemaad Advance Salary are as follows:

<table>
<tr><td rowspan="3">Government /Autonomous Employees</td><td rowspan="5"><u>Permanent</u><br>Upto 04 Years (Maximum)</td><td colspan="2"><u>Contractual</u></td></tr>
<tr><td>Tenure</td><td>Criteria</td></tr>
<tr><td>Upto 04 Years (Maximum)</td><td>For those who have completed 05 Years of service in current organization and are eligible for gratuity.</td></tr>
<tr><td rowspan="2">Private Sector Employees</td><td>Upto 03 Years (Maximum)</td><td>In case of less than 05 Years' service in current organization and having evergreen contract.</td></tr>
<tr><td>Upto remaining Contract Period (Maximum)</td><td>In case of less than 05 Years' service in current organization.</td></tr>
</table>

**Q9) Can I apply for NBP Aitemaad Advance Salary? If I have already Salary Account in NBP Conventional Branch.**

**Ans.** Yes. You may apply for NBP Aitemaad Advance Salary, if you have Salary Account in any NBP branch.

**Q10) Can I avail Rollover / Enhancement Facility?**

**Ans.** No. However, new facility may be offered subject to settlement of previous facility and meeting the Debt Burden Ratio (DBR) & maximum financing limit.

**Q11) Is there any requirement of References?**

**Ans.** Yes, two references of work colleagues are required (same or higher grade). The references may have their salary account in any NBP branch or any other bank.

**Q12) Can I club my other Source of Income with my salary income?**

**Ans.** Yes, other verifiable monthly income can be clubbed upto 35% of the amount of Customer's Gross Salary as reflected in salary slips/account for calculation of Debt Burden Ratio (DBR) and maximum financing limit.

**Q13) Which type of Other Source of Income will be considered and what documents are required?**

**Ans.** Following type of sources and documents are required:

| S. # | Types of Other Source of Income | Documents Required for Clubbing of Other Income |
|---|---|---|
| 1) | Verified Rental Income | ▪ Copy of rent agreement.<br>▪ Copy of proof of ownership i.e. Title documents. |
| 2) | Verified Agriculture Income | ▪ Copy of proof of ownership i.e. Title documents. |
| 3) | Verified Income from Shariah compliant Investments | ▪ Copy of proof of Shariah compliant investments.<br>▪ Bank Account Statement where investment income is being credited at least for last 06 months.<br>▪ Copy of Tax Certificate showing the investments. |

**Q14)** **Can clubbing of multiple other source of income be allowed?**

**Ans.** No, only one other source of income out of three can be allowed.

**Q15)** **What are the required documents for NBP Aitemaad Advance Salary?**

**Ans.** Following are the documents required at initial stage from the customer:

<u>For General Customers</u>

- Duly filled Application Form – AAS along with CF-1 as attached Annexure - D1.
- Copy of valid CNICs of Applicant and (02) References – duly attested by concerned Branch / NBP Branch / Gazetted Officer.
- Copy of Employer ID Cards of Applicant and References – duly attested by concerned Branch / NBP Branch / Gazetted Officer.
- Copy of last three (03) months Salary Slips / Certificate – duly attested by concerned NBP Branch / Gazetted Officer.
- Last six (06) months Bank Statement of Salary Account reflecting regular deposit of salary – duly signed and stamped by the respective NBP Branch.
- Customer Undertaking – (on PKR 20/- Stamp Paper / Bond Paper).
- Employer Undertaking – (on Departmental Letter Head / Stamp Paper duly signed and stamped by the concerned / authorized officer of the department).
- PEP Undertaking.

<u>For Pakistan Army</u>

- Duly filled Application Form – AAS along with CF-1 as attached Annexure - D2.
- Copy of valid CNICs of Applicant and (02) References – duly attested by CO/OC/SO.
- Copy of last three (03) months Salary Slips / Certificate – duly signed and stamped by CO/OC/SO.
- Last six (06) months Bank Statement of Salary Account reflecting regular deposit of salary – duly signed and stamped by the respective NBP Branch. In case of JCO's / Soldiers, relaxation upto 03 months Bank Statement is granted subject to the submission of following:
    - A confirmation certificate from the department confirming regular payment of salaries on the prescribed format attached as Annexure – E. The signature of the authorized officer will be verified by the concerned Branch Manager.
    - Proof of minimum of last three (03) months salaries credited in the Salary Account maintained with NBP (i.e. Salary Account Statement).
- Copy of Service Certificates of Applicant and References.
- Customer Undertaking – (on PKR 20/- Stamp Paper / Bond Paper).
- Confirmation Certificate (Part -II).
- PEP Undertaking.

For NBP Staff

In addition to above of General Customers, Non-Involvement Certificate – IDW, HRMG is required from NBP Employees.

**Note:** Additional documents may be required by the Bank.

**Q16) How can I apply for NBP Aitemaad Advance Salary?**

**Ans.** Kindly visit your nearest NBP Aitemaad Islamic Banking Branch for Shariah compliant Advance Salary. You can call us at (021) 111-627-627 or visit our NBP website https://www.nbp.com.pk/Islamic/index.aspx for more details.