



MSI Global Private Limited

Agreement for Wage Deductions Associated with Improper Use of Company-Issued Credit Cards

(Please read the following statements, sign below, and return to the Human Resources office.)

I, _____, hereby certify that I understand and agree to abide by the MSI Global Pvt. Ltd. 's policy regarding use of MSI Global Pvt. Ltd. - issued credit cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than MSI Global Pvt. Ltd.) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that MSI Global Pvt. Ltd. may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, MSI Global Pvt. Ltd. may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on the MSI Global Pvt. Ltd. 's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse MSI Global Pvt. Ltd. via wage deductions for such amounts until the unauthorised amounts are fully repaid. Such deductions will be in the amount of the unauthorised purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.

Signature of Employee

(Employee's Name - Printed)

Email:

Date