

Mahachai Private Limited

Local Travel Reimbursement Policy

Effective Date: 13-08-2025

Objective:

To support and compensate employees for local travel expenses incurred while performing official duties, linked to sales target achievements.

1. Applicability:

This policy applies to the following designations within Mahachai Private Limited:

- Business Managers (BM)
- Business Development Managers (BDM)
- Regional Managers (RM)
- Chief Business Development Managers (CBDM)

2. Reimbursement Structure:

Category	60% Target Achieved	100% Target Achieved
Business Managers / Business Development Managers	■ 1,500	■ 2,500
Regional Managers / Chief Business Development Managers	■ 2,000	■ 3,000

3. Conditions for Reimbursement:

1. Targets will be defined and communicated at the start of each month by the concerned authority.
2. Achievement will be calculated based on verified sales reports.
3. Reimbursement will be processed along with the monthly salary for the following month.
4. No reimbursement will be applicable for target achievements below 60%.
5. The reimbursement amount is fixed as per the category and will not be carried forward to the next month.

Approved By:

HR Department
Mahachai Private Limited