


<p>Kuwait Finance House بيت التمويل الكويتي </p> <p>Reference Number HC/CM-06/05-2016</p>	<p>HUMAN CAPITAL CIRCULAR MEMORANDUM</p>
---	--

GUIDELINE

Date : 18 May 2016

To : All KFHMB Employees
All KFH Asset Management Employees
All KFH Labuan Employees

From : Human Capital

Re : **2016 Annual Salary Increment**

Dear brothers & sisters,

On behalf of the Management, I am pleased to inform you that we have finally completed the Annual Salary Increment exercise for 2016.

The increment amount due to you, effective 1 March 2016, will be credited into your salary account together with this month's payroll i.e. on 24 May 2016, and a letter of the increment will be issued to you via your Chief of Division.

All confirmed permanent employees shall be accorded the salary increment except for the following:-

1. Employees whose 2015 performance were rated 1 and 2;
2. Employees whose salaries have reached the maximum salary scale in the job grade;
3. Employees who have tendered their resignation at the time of payment; and
4. Employees who are currently under disciplinary action

For employees who had taken approved leave of absence (no pay leave/ prolonged illness) for more than one month in the year 2015 and employees who have been in service for a period of less than 12 months (from March 2015 to February 2016), the increment amount will be prorated accordingly.

For ease of reference, we wish to advise the increment amount is based on your individual performance rating and your current monthly drawn salary as per job grade.

Should you need any clarification or have further queries, please feel free to speak to your respective Division Chiefs or Tan Siew Keng, at ext 0039, of Performance and Rewards Management, Human Capital Department.

Thank you.



.....
Nora Shah Abdul Wahab Shah
Chief Corporate Affairs