**Strictly Private & Confidential**

**Dubai Rental Loan Request Form**

From: ***XXXXX*** To: Payroll

I would like a salary advance for the sum of XXXX /-AED.

Please accept this form as authority to deduct the above sum in 12 monthly installments from my salary from XXXXX 2024 to XXXXX 2025 inclusive.

I understand and hereby authorize S&P Global and/or any of its entities, as required, to withhold from my final pay slip, or any other payments made to me as part of my employment, any outstanding monies (owed under this Rental Loan Request Form and/or Loan Agreement) in the event of me leaving the corporation, for whatever reason.

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|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name (Print Name) | **XXXXX** | Date | **XXXX** |
|  |
| Approval |  | Date | **XXXX** |
| People Leader (Print Name)  | **XXXXX** |  |
|  |
| Approval |  | Date | **XXXX** |
| Dubai Office Head (Print Name) | **XXXXX** |  |
|  |

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Once complete, please return this form duly signed by your people leader and Dubai Office Head to MySolutions Portal along with a copy of the Loan/Rental Agreement and Tenancy Contract for processing.

This form will not be processed without a copy of a valid rental agreement.

**<Entity Name>**

**Private & Confidential**

***XXXNAMEXXXX***

Dubai, UAE

XXXX 2024

Dear ***XXXNAMEXXXX***

**Loan Agreement for Accommodation in Dubai ("Loan Agreement")**

I refer to your written employment agreement, signed by you (“***Employment Contract***”) with <Entity Name> (“***S&P Dubai"***) to which this loan agreement letter will be attached.

In connection with your employment (“***Employment***”) under the Employment Contract, you will take up residence in Dubai in a home (“***Home***”) rented by you at ***(XXXXADDRESSXXXX)*** in your own name. We understand that per local Dubai customs, you may be required to pay rent on your Home annually as a one-off payment in advance being **AED XXXXX** for the year, which will place a financial strain on you.

To reduce that strain S&P Dubai will provide you an unsecured loan of an amount equal to that year’s rent (the “***Loan***”) subject to the following pre-conditions: -

1. You will use the Loan solely to pay the advance rent on the Home and you will provide a verification of the rental amount to S&P Dubai prior to receiving payment.

2. You will repay the Loan in 12 equal installments of **AED XXXX/-** per month in arrears (by deduction from your salary), starting in **XXX 2024** and ending in XXXX **2025**.

3. If the Employment ends by (a) your resignation, (b) termination by S&P Dubai for cause (as provided for under the Employment Contract) or (c) termination by S&P Dubai for any other reason (such as, but not limited to, redundancy, performance or conduct), then the outstanding Loan balance becomes immediately due and repayable from the date on which the Employment ends until cleared funds are received by S&P Dubai in full settlement.

4. If the Employment ends by reason of your internal move to another S&P Global company/business outside of Dubai, then the outstanding Loan balance becomes immediately due and repayable from the transfer date (unless agreed otherwise in writing).

5. You will bear at your expense any supplemental taxes that may be charged by reason of the Loan being viewed as a taxable benefit of the Employment.

If this letter properly reflects the agreement between us, I would be grateful if you would countersign and date the spare original of it attached for that purpose, to signify your understanding and agreement and return it to me to place on the file.

Yours sincerely

<Dubai Office Head Name>

 <Dubai Office Head Designation>

<Entity Name>

**Understood and agreed by xxxxEmployee Namexxx**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**