



INSTRUCTION CIRCULAR
NUMBER.....122..

SUBJECT <u>GIVING</u>	PAGE 357
	DATE December 23, 1983
	QUERIES TO REGIONAL OFFICE

At the Annual Management Conference, the President had announced the decision to repeat in 1983, the process of Giving and to disburse to each Member of the BCC Family an amount equivalent to 3% of his/her annual salary so that the Members of the Family in turn could give the money to any deserving individual or cause of their choice. The President has also written a letter individually to each member on the subject.

As in the last year, it is proposed to implement this decision in as simple a form as possible so as to preserve the spirit of the concept. Procedural guidelines for this year's payment would be as follows:

1. Payment is to be made to all Members of the Group who were on the full time pay roll on March 8, 1983, including the staff with all the subsidiaries and affiliates. Temporary staff would not be included.
2. Payment is to be made by cheque issued in the name of each Member of the staff and handed over with a covering letter within this month.
3. The annual salary of each individual Member is to be determined by totalling up the basic salary and country or local or dearness allowance paid for the month of February 1983 and multiplying it by twelve (house, transportation, rent, utilities and all other allowances are to be excluded from the calculation). The total so arrived if divided by 33.3 will give the three percent of it. The final figure should be rounded off to the nearest unit of the currency.
4. Payment is to be made in the same currency as the salary of the member is paid and the amount is to be debited to 'Expenditure Account - Donations' at each location.
5. The full amount calculated in paragraph 4 above is to be paid and no deductions of any kind (for tax or any other purpose) are to be made by the branch or the paying unit. Any tax implications on this amount, both corporate and individual, will be met by the respective branches/subsidiaries/affiliates.
6. Each individual may utilise the amount for any deserving cause of his/her choice.

We are confident that each member of the staff would have fully absorbed the concept of giving. It is indeed an on going process for life. The act of material giving is just a means of rekindling and strengthening the spirit of Giving in its continuity and in its widest context.

SWALEH NAQVI

AMEER H. SIDDIKI