

## Viral Tansukhray Bhatt

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**From:** HR Housing Team  
**Sent:** 26/Jan/2023 3:07 PM  
**Cc:** Amal Alrantesi; Khadeja Yousef Abualfain; Lorninda Patulot; Vineshkumar Vasukuttan; Arman Khan; Karthik Sreekumar Beena; Indira Omari; Jassim Al-Baker  
**Subject:** HR Notification to Impacted Employees – Housing Allowance  
**Attachments:** AKC Relocation Plan - 2023.pdf

Classification: Confidential

Greetings from HR Housing Team,

We write to inform you, that you will be released from company accommodation and will be provided with the housing allowance. Please note further details on the timelines for this exercise to enable you to make appropriate housing arrangements at the earliest opportunity.

Please be advised that you will be required to vacate your current unit by no later than **30 April 2023**. Employees who choose to vacate their residence immediately or in advance of this date will be allowed to do so. You are kindly requested to submit the date of your intended move on email to [HRHousingTeam@qatargas.com.qa](mailto:HRHousingTeam@qatargas.com.qa) to commence the process of vacating your unit.

You will be paid a Housing Allowance, in accordance with the applicable Housing Allowance cash rate detailed in section 4.4 of the Allowances & Benefits Policy. This allowance will commence the day after your unit is vacated and returned to the company. In addition, it has been agreed to pay a **supplementary period** of one month Housing Allowance to support you to commence your private lease earlier than your planned move. Also, the company will reimburse the costs of your relocation to your new unit. Once your move has been arranged, please submit the receipt via Miscellaneous WF for reimbursement.

Should you have any queries, please route those through the [HRHousingTeam@Qatargas.com.qa](mailto:HRHousingTeam@Qatargas.com.qa) within 7 days of receiving this e-mail.

Thank you for your understanding and cooperation.

Best regards,

**Nadeem Yousaf**

Employee Engagement & Housing Officer  
Personnel Administration Operations - Human Resources



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Wash your hands often



Cough under your elbows



Avoid touching your face



Keep a safe distance