

May 4th, 2025



Mr. Asif Memon
4550407135007
Safety & Customer Experience Officer
KHISOUTH - Sindh

Subject: Transfer of Services

Dear Asif Memon,

As part of the recent project restructuring and management decisions to optimize field operations, your role is being adjusted to support multiple stations. Accordingly, effective **May 1, 2025**, you are hereby assigned to monitor the following stations:

1. 10041509 - Adil Petroleum Service - Sindh - Karachi
2. 12154789 - Creek Vista Service Station - Sindh - Karachi
3. 10040789 - Highland Filling Station - Sindh - Karachi

Consequently, in recognition of your expanded responsibilities, your salary will be increased by PKR 2,000 effective June 1, 2025. However, please note that this adjustment does not entitle you to any transfer allowance. All other terms and conditions of your existing employment contract shall remain unchanged.

Please coordinate with your immediate supervisor to ensure a smooth transition and to receive the necessary guidance and support for your revised assignment.

We appreciate your flexibility and dedication in supporting these operational changes and look forward to your continued contributions.

Regards

A handwritten signature in black ink, appearing to read 'Asif Memon', is written over a white background.

HR Department
CHIP Training & Consulting

CC;

Personal File.

ISLAMABAD OFFICE:
CTC HOUSE, PLOT # 1, (FAYYAZ MARKET)
ST # 9, G-8/2, ISLAMABAD
PAKISTAN 44000 - PAKISTAN

ABUJA OFFICE:
1 CANS PARK IBRAHIM BADAMOSHI
BABANGIDA BOULEVARD,
MAITAMA, ABUJATEL, NIGERIA

LONDON OFFICE:
OFFICE 5 FLOOR 5
21 KNIGHTSBRIDGE
LONDON SW1X 7LY

www.chipconsulting.org