

Frequently Asked Questions (FAQ)

Qatar Airways International Savings Plan (ISP)

Q What is the Qatar Airways International Savings Plan?

A It is a plan Qatar Airways has set up to help you save money for your future and will significantly enhance your benefits package.

Q Why am I invited to join the ISP?

A The ISP is only open to certain groups of employees of which you are a part of.

Q What does it mean if I decide to join?

A Then the end of service benefit (EOSB) that has accumulated since your date of joining Qatar Airways will be transferred into the ISP.

Q How will I know what the value of my EOSB is that will be transferred into the ISP?

A Once you have communicated to ispadmin@qatarairways.com.qa your intended date of joining the ISP (which must be the first day of a month), we will advise you the value of your EOSB that will be transferred into the ISP.

Q Will I lose my EOSB if I join the ISP?

A No, at the time of joining the EOSB that has accumulated since your date of joining Qatar Airways will be transferred into the ISP. When you leave Qatar Airways' employment, you are always guaranteed the value of your EOSB accumulated that you would have been entitled to receive at the time of leaving the employment of Qatar Airways if you have not joined the ISP.

Q Do I have to join the ISP?

A No, although we believe this would be a valuable addition to your benefit package. You can elect not to complete the Joining Form and you will not be enrolled in the ISP. Only members enrolled in the ISP will benefit from Qatar Airways' contribution of 10% of base salary into the ISP.

Q How do I join the ISP?

A Complete and email the Joining Form to ispadmin@qatarairways.com.qa and we will do the rest.

Q If I decide not to join the ISP now, can I do it later in the future?

A Yes. Should you wish to do so you will need to complete the Joining Form and send it to ispadmin@qatarairways.com.qa by the first week of the selected joining month.

Q If I am still under probation, will I be able to join the ISP?

A Only upon the successful completion of your probation will you be entitled to join the ISP.

Q Will I then be able to join the ISP effective from my date of joining Qatar Airways?

A Yes, provided that you make contributions backdated to your date of joining Qatar Airways.

Q When will Qatar Airways' contributions start?

A Our contribution will start at the same time your own contribution starts.

Q How much will Qatar Airways contribute to the ISP?

A We will make contributions of 10% of your base salary.

Q How much will I be required to contribute to the ISP?

A You will be required to contribute 5% of your base salary.

Q Can I contribute more to the ISP?

A You are allowed to contribute more into the ISP. This will take the form of an Additional Voluntary Contributions (AVC) to a maximum of 10% of your base salary.

Q Can I change my contribution percentage any time?

A Yes. However, if you request more than four (4) changes in a calendar year, then you may incur additional charges to cover the additional administrative cost which will be advised at the time of the request.

Q How do I pay contributions into the ISP?

A Your contributions will be deducted from your salary each month.

Q Can the contributions be invested in my own choice of currency?

A No. All investment funds are in US Dollars.

Q Who will manage my investments and who will administer my account?

A We have selected Credit Suisse to manage your investments and Zurich International Life to administer your account.

Q Do I have the choice to decide how the contributions are invested?

A Yes, but only in relation to your own contributions. You will have a choice of five different investment vehicles. Depending on the risk profile that you deem appropriate, you will be able to decide in which funds you wish to invest.

Q Do I have the choice to invest into a Sharia compliant fund?

A Yes. If you wish to invest in Sharia compliant funds please complete the applicable form in the library section of the infosite.

Q How will Qatar Airways' employer contribution be invested?

A Our contribution will be invested into a conservative low risk fund.

Q Will I be able to switch my investments?

A Yes. Once you have joined the ISP we will provide you with access to the Plan Fund Centre where you will be able to switch and redirect your own investments.

Q Can I transfer the value of other savings plans into the ISP?

A No.

Q Can I transfer the value of the ISP into other savings plans or pension funds?

A No, not during your employment with Qatar Airways.

Q What will be the costs to me?

A Qatar Airways will pay the cost to set-up and administer the Trust. The fees payable by you for the management and administration of your individual investment and account will be market related and will be determined by the number of members in the ISP. The more members the ISP have, the lower the individual administrative cost will be.

Q When can I take my savings?

A When you leave Qatar Airways' employment.

Q Will I still receive my EOSB when I leave the employment of Qatar Airways?

A You will receive the accumulated savings in your ISP account together with the accumulated savings in the Company Funded Account subject to the below vesting rules. However, you are protected by the fact that Qatar Airways is guaranteeing that you will always receive as a minimum your EOSB that you would have been entitled to receive if you have not joined the ISP.

The vesting rules are as follows:

- If you have less than one (1) year of continuous employment, then you will only receive the accumulated savings in your own ISP account.
- If you have more than one (1) year but less than five (5) years of continuous employment, then the greater of: (i) seventy five percent (75%) of the value of the Company Funded Account, or (ii) the value of the EOSB that you would otherwise have been entitled to have you not joined the ISP, will be paid to you.
- If you have more than five (5) years of continuous employment, then the greater of: (i) one hundred percent (100%) of the value of the Company Funded Account, or (ii) the value of the EOSB that you would otherwise have been entitled to have you not joined the ISP, will be paid to you.

Q Will I be entitled to receive both an EOSB and ISP savings when I leave Qatar Airways' employment?

A No.

Q What happens if I die while I am a member of the ISP?

A The value of your ISP savings will be distributed to your nominated beneficiaries. It is therefore important that you complete your beneficiary nominations online.

Q Will there be any tax payable on the proceeds of my Savings Account?

A The tax treatment of any contributions into and any benefits taken from the ISP will depend on your own personal circumstances. It is always advisable to consult your relevant financial professional if you are in any doubt as to the extent to which you may be liable to any tax under the ISP.

Q What are the terms and conditions for the ISP?

A Please visit the website <https://www.zurich.ae/group-savings/qaisp0105> for further details.

Q What happens when I make a bad investment decision with regard to my own contributions?

A Investments are always subject to market conditions, therefore the risk for your own contributions are with you.

Q What happens to my ISP contribution when I am on unpaid leave?

A Your and the Qatar Airways' contributions will be suspended.

Q Will Zurich International provide consultation to me when required?

A Zurich's role is to support all members in the ISP whenever required, however, please note that they are not licensed to provide investment or other financial advice.

Q If I do not want to join, do I need to do anything?

A No actions are required on your side.

- Q How many days would Zurich take to pay the money (after the last working date) in case an employee decides to leave QR?**
- A** The average turnaround is ten (10) working days on receipt of the completed documentation with Zurich for the payment to be made. We would usually expect the completed documents to be provided during your notice period so we can align your payment as close as possible to your leaving service date.
- Q How can I be sure that the ISP is secure?**
- A.** The ISP is structured as a Trust under the applicable laws of Isle of Man.