

## **How to get paid**

### Step 1

Once you have received your welcome email please send a proof of your banking information to [expglobal.in.accounts@pkfindia.in](mailto:expglobal.in.accounts@pkfindia.in), your profile when then be created by Finance to enable you to receive payments. If you are registered for GST, please also send proof of registration to [expglobal.in.accounts@pkfindia.in](mailto:expglobal.in.accounts@pkfindia.in).

### Step 2

When you receive an Offer to Purchase/Rent please proceed to enter the transaction in REP and submit it for review. The Transactional Specialist will review transactions and once they are ready to be invoiced, eXp India Finance will send proforma invoice of the transaction to the buyer/ seller / end customer.

### Step 3:

eXp India Finance will track for payment in eXp India's Citibank A/c. eXp India Finance will receive payment in REP.

### Step 4:

Once payment has been received by eXp India the Transactional Specialist will mark the transaction as complete and will submit the Agent commission for payment to Finance.

### Step 5:

eXp India Finance will issue a Tax Invoice to the buyer/ seller / end customer.

### Step 6:

Payment will be made within 48 hours (business days excluding weekends) from receipt of monies. Please note if compliance documentation is not in place the transaction will not proceed to payment stage and it will not be settled until compliance requirement is met. If you are registered for GST you will need to submit a GST invoice at this stage to receive commission.