



Date: 17 October, 2023

Ms Afsha Shaikh.

Address: 1960, Dr. Saldhana Street,
Opp Modern Dairy,
Camp

Subject: Appointment Letter

Dear Afsha,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of **Patient Counsellor**, in our Company with effect from **12st Oct, 2023**. This offer is a conditional offer of employment subject to satisfactory receipt of documents and on the following terms and conditions, as discussed:

1. LOCATION: Pune

2. COMPENSATION PACKAGE:

- a. You will be paid a total compensation of **Rs 4,20,000/- (Rupees Four Lakhs Twenty Thousand only), per annum (all inclusive)**. The break-up of your compensation is as per the enclosed annexure. Your compensation is confidential. You should not communicate in any manner, any information with regard to your compensation to any other employee or anyone outside the Company.
- b. Annual increments in your salary are based on your performance, which will be evaluated by the Management at its sole discretion.

3. PROBATION:

- a. You shall be on probation for a period of 3 months from the date of your joining with us and the said period of probation may be further extended if your performance has not been found satisfactory. On successful completion of the probation period, your services will be confirmed in writing by our Company.
- b. During the probation period either party may terminate the employment by giving 1 (One) month notice in writing salary in lieu thereof, without assigning any reason. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion may enforce the notice period due to operational reasons.

4. LEAVE:

You will be eligible for Leave in accordance with the Company's policy currently in force and as amended from time to time subject to prior approval by the functional head. If however, you are governed by the Employee State Insurance Act 1948 ("Act"), sick leave entitlements will be as per the ESIC Act. Any carry-forward/accumulation of leave will also be governed as per the prevailing Company policy.

Qi Lifecare Pvt. Ltd.

#6, Level 1, The Centrium, LBS Marg, Kurla (W), Mumbai - 400070 | T 022 7102 7080
CIN NO - U51100MH1999PTC120642

www.qilifecare.com



5. RETIREMENT AGE:

- a. The age of retirement of an employee from the services of the Company is 60 years. The date of retirement will be the last working day of the calendar month in which you attain the age of 60 years.
- b. Your date of birth as recorded by the Company on basis of documentary evidence submitted by you at the time of your appointment is 14th June 1992. Please note that this date will be considered for all purposes throughout your service with the Company.

6. (A) TERMINATION:

- a. Post probation confirmation by the Company, your services can be terminated on either side without assigning any reason after giving two months' notice in writing salary in lieu thereof. No such notice salary will apply in case of termination arising out of negligence or misconduct. However the Company reserves the right not to accept payment in lieu of notice and at its sole discretion may enforce the notice period.
- b. If at any time, you, by your conduct, render yourself incompetent to perform your duties, (such incompetence to be determined by the Company), or if you be dishonest, intemperate, irregular in attendance at work or otherwise misconduct yourself or commit any breach of these terms or the stipulations herein contained on your part, or willful breach of policy or negligence or dereliction of duty, disobedience of lawful and reasonable orders and instructions given to you from time to time or conduct on or off duty which is prejudicial to the interest, good name or reputation of the Company, or where your performance has been found to be unsatisfactory, the Company may terminate your employment forthwith without any notice or salary in lieu thereof and may also deduct from your salary then due to you such sums as in the opinion of the Company may be equivalent to any loss the Company may have sustained in consequence of your acts.
- c. Upon the Company putting an end to this appointment, with or without notice, for any breach of rules and regulations or non-observance or any default on your part, you will not be entitled to any damage or compensation.
- d. Notice to terminate in electronic form wherein your identity cannot be ascertained such as SMS or personal e-mail (not registered with the Company) shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract will be accepted by the Company only when it is issued/submitted in a form wherein your identity is ascertainable (such as hard copy letter with original signatures or through your registered e-mail ID).
- e. Absence for a continuous period of **five days** without prior approval of your supervisors, (including overstay of leave / training), would be treated as abandonment of service and can lead to your services being terminated without notice.
- f. Furnish, at the time of employment or at any other time, wrong or incomplete information or suppress any information regarding age, qualification, previous service or experience, conviction in any court of law, dismissal, removal or compulsory retirement by a previous employer or any other information or detail about or in connection with yourself.

(B) ACTIONABLE UPON TERMINATION:

- a. A departing employee shall be given a release letter only after:
 - (i) A report has been prepared on the status of work assigned;
 - (ii) He/she has handed over all Company property in custody (including the identity cards);and
 - (iii) All dues /loans/advances have been settled.

Qi Lifecare Pvt. Ltd.

#6, Level 1, The Centrium, LBS Marg, Kurla (W), Mumbai - 400070 | T 022 7102 7080

CIN NO - U51100MH1999PTC120642

www.qilifecare.com



- b. In all cases where the services have been secured for a minimum stipulated period through a bond/Service Undertaking/ Indemnity or such other arrangement, the employee is required to comply with the terms of the said arrangement.
- c. The employee's dues would be settled only after clearance has been obtained from all departments and all his/her commitments have been verified.
- d. Upon separation from the Company on account of either resignation or termination, you will be required to immediately return to the Company (not later than 24 hours), all Company's assets and property (including any leased assets) in good conditions including documents, files, books, papers, training material and memos whether in hard or soft copy which is in your possession or custody. Any damage caused to company properties shall be recovered/adjusted from your full and final settlements. You will be subject to appropriate legal action including filing of police complaint if the all Company's assets and property is not returned as advised above.
- e. You shall obtain clearance from all concerned department and shall submit No due certificate to HR, within 7 working days to enable it to settle your final dues, if any. In any case, no claim shall be entertained thereafter.

7. TRANSFER:

During your employment with the Company, the Company may at any time, in its sole discretion, transfer or depute you to any other department or location of the Company or to any subsidiary or affiliate of the Company in India or overseas where the Company has its establishments. In such event the terms and conditions governing your service shall be those applicable at the location of transfer or those applicable to employees of the subsidiary or affiliate as the case may be.

8. NON-COMPETE & NON-SOLICIT:

- a. During the subsistence of your employment, you shall not:
 - (i) carry on or engage in, directly, whether through partnership or as a shareholder, joint venture partner, collaborator, consultant, employee or agent or render services in any other manner whatsoever, whether for profit or otherwise any business which competes with the whole or any part of the business of the Company or its affiliates; and
 - (ii) render services or advice to any person or entity that competes, directly with the whole or any part of the business of the Company or its affiliates; in competition to the business of the Company,
 - (iii) render or offer to render any services to any person, firm, or company with whom you deal and who or which, prior to the termination of your employment, was a supplier, client, customer of the Company or a respective customer with whom the Company had entered into negotiations.
- b. During the subsistence of your employment and for a period of 1 (One) year thereafter, you shall not:
 - (i) attempt in any manner to solicit any clients of the Company, except on behalf of the Company, or to persuade any person, firm or entity which is a client, present or future, of the Company to cease its association with Company; or
 - (ii) Employ engage or attempt to employ or engage assist anyone else to employ or engage, except on behalf of the Company, any person who is/ was in the employment of the Company or renders/ rendered the services at any time.
- c. You agree that the restrictions contained in this clause 9 are reasonable and necessary for the protection of the legitimate interests of the Company, its affiliates and shall survive the termination

Qi Lifecare Pvt. Ltd.

#6, Level 1, The Centrium, LBS Marg, Kurla (W), Mumbai - 400070 | T 022 7102 7080

CIN NO - U51100MH1999PTC120642

www.qilifecare.com



of your employment. You further acknowledge and agree that the covenants and obligations with respect to non-compete and non-solicitation as set forth above relate to special, unique and extraordinary matters, and that a violation of any of the terms of such covenants and obligations will cause the Company, the affiliates and the Company's customers' irreparable injury.

- d. You acknowledge that your remuneration includes compensation for abiding by and adhering to the restrictions set out in this clause 9.

9. CONFIDENTIALITY OBLIGATIONS

- a. For the purpose of this clause '**Confidential Information**' shall mean all non-public information, to which you have or gain access to or which is available to you directly or indirectly, whether in writing, oral, graphic, visual or any other tangible, intangible or electronic form, including, without limitation, any and all information relating to the business of the Company, the Company and/or its clients' whether past, present, or future, financial results and projections, costs and prices, details of suppliers, employees and consultants (past, present or prospective), technologies, technical and business strategies, marketing, pricing and other strategies, trade secrets, intellectual property rights, as well as any such information not generally known to third parties or received from others that you are reasonably expected to treat as confidential, whether such information has been expressly designated as confidential or otherwise. It is expressly agreed that any generic knowledge that you may acquire pertaining to any major software platforms and modules used while performing your duties shall be excluded from the definition of Confidential Information, provided however that any modification, extension and customization that you or other Company personnel may perform to the documentation and code base of such platforms and modules shall be treated as Confidential Information.
- b. You agree and acknowledge that during your employment, you shall have access to Confidential Information. You understand and acknowledge that an access to the Confidential Information has been provided to you solely as a consequence of your employment with the Company.
- c. You understand and acknowledge that the Confidential Information is of immense value to the Company and/or its present, past or prospective clients. You understand that any use or disclosure of such Confidential Information including any inadvertent disclosure can cause immense and irreparable harm, loss, damage and injury to the Company and its reputation and hence undertakes to keep such Confidential Information confidential and use it solely in the manner expressly authorized by the Company.
- d. You agree and undertake to absolutely refrain from in any manner divulging, discussing, disclosing or in any manner directly or indirectly using the Confidential Information without express permission by the Company.
- e. You agree and undertake that you shall not, intentionally or negligently divulge or communicate information, which you acquire in the course of your employment pertaining to the identity name, contact information of the client organization or any of its staff.
- f. You further undertakes that you shall not communicate or divulge to anyone information relating to the existence or dead-lines or contents of any commercial tender or quote submitted to the client by the Company or any information created by you or other representatives of the Company.
- g. You acknowledge and agree that all Confidential Information is and shall remain the property of the Company and/or its licensors, and you shall not be entitled to use such Confidential Information or make copies thereof for any purpose (including for personal use) other than as required in the usual course of your employment. Nothing contained in this letter shall be construed as granting or conferring any rights either as a license or otherwise to the Confidential Information.

Qi Lifecare Pvt. Ltd.

#6, Level 1, The Centrium, LBS Marg, Kurla (W), Mumbai - 400070 | T 022 7102 7080

CIN NO - U51100MH1999PTC120642

www.qilifecare.com



- h. The obligations set out in this clause 10 shall survive the termination of your employment.

10. INTELLECTUAL PROPERTY RIGHTS

- a. For the purpose of this clause “**Intellectual Property**” shall mean all forms of intellectual property subsisting under the laws of India and all analogous rights subsisting under the laws of other jurisdictions and shall include any product or process of the human intellect whether registerable as patents, trademarks, copyrights, designs or otherwise such as an invention, expression or literary creation, unique name, trade secret, business method, database, industrial process, computer program, source code, process, presentation.
- b. You acknowledge that all Intellectual Property whether protectable as a copyright, trade mark, patent, design or otherwise, including any Intellectual Property developed by you during the course of your employment shall be deemed as “work for hire” and shall belong solely and exclusively to the Company absolutely and the Company alone, at its sole discretion, shall have the right to exploit any and all of the said rights by any means throughout the world. You shall not have nor shall it claim any right in any of the aforementioned Intellectual Property in any manner whatsoever.
- c. You shall promptly disclose and deliver to the Company all the information and data in its possession necessary to impart a full understanding of the said Intellectual Property, or any improvement, processes, systems or designs developed by it in respect thereof.
- d. You hereby irrevocably and unconditionally waives any and all moral rights or any rights of similar nature under any law in any jurisdiction and to any and all material written, created or devised by it, whether solely or jointly and pertaining specifically to the operation or business of the Company or resulting from or suggested by anything which you shall have done pursuant to your employment with the Company.
- e. The obligations set out in this clause 11 shall survive the termination of your employment.

11. INDEMNITY

You hereby indemnify and hold the Company harmless from any loss, harm, damage suffered by the Company and/or any third party who is the owner of Confidential Information and/or Intellectual Property, arising out of any use, misuse or disclosure of Confidential Information and/or Intellectual Property for any purposes other than as permitted by the Company and for any other breach or default of your obligations. You understand that the Company may not be adequately compensated in the event of breach of the obligations set out in this letter by you and therefore in addition to any other relief, which may be available to the Company, the Company shall be entitled to seek equitable relief of any kind including injunctive relief against you.

12. GENERAL PROVISIONS:

- a. As an employee in the full time employment of the Company, you are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in your own and the Company’s mutual interest. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or monetary position other than that of the Company.
- b. During your employment, you are required to be medically fit for the work for which you have been employed. As to whether an employee is medically fit, is an issue which will be professionally determined by the company and the employee shall be bound by such determination. You will accordingly undergo periodic medical examination as and when intimated to you by the Company.

Qi Lifecare Pvt. Ltd.

#6, Level 1, The Centrium, LBS Marg, Kurla (W), Mumbai - 400070 | T 022 7102 7080

CIN NO - U51100MH1999PTC120642

www.qilifecare.com



- c. If you or any of your family members have financial/gainful interest in any business firm and such a firm proposes to do business with the Company or any of its sister concerns, then it would be obligatory on your part to make a written declaration to this effect to the Management before any business deal is entered into.
- d. You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.
- e. If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such case you will be liable to removal from service without any notice.
- f. The Company will deduct taxes as appropriate and consistent with the Indian regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations. All necessary documentation to substantiate the claim for exemption under the relevant provision of the Income Tax Act, 1961, need to be forwarded to the Finance Department by February 15 of each financial year.
- g. The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. Discussion of this contract with other employees and/or any third parties is strictly prohibited and can be grounds for disciplinary action and/or dismissal.
- h. Female employee will be eligible for all the benefits, as applicable under the provision of the Maternity Benefit Act, 1961 and the rules made thereunder, as amended from time to time.
- i. You will not interact with the media to give any information with regard to Company, its employees and operation etc. unless specifically authorized in writing to do so. Failing which you will be subject to disciplinary action as deemed appropriate by the management.
- j. Due to non-performance or unsatisfactory performance, your employment may be ceased without any notice at any time during your employment with the Company.
- k. While accepting this appointment letter you also confirm and undertake that:
 - (i) You have settled all dues of your all previous employer before your joining the Company.
 - (ii) You will take steps to get your resignation accepted / acknowledged by your previous employer. (Last two employers, if applicable).
 - (iii) You have no unexpired minimum service obligation with your all previous employer and if any such, the same has been settled amicably by you.
 - (iv) Further, you authorize the Company to take such steps as may be required including but not limiting to change in nature / duties of your employment, in case any dispute arise with your all previous employers with regard to your taking up employment with us. You also undertake to indemnify the Company for any loss / damage / legal action(s) which it may face in this regard.



- l. In the case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court having competent jurisdiction in Mumbai.

Please read the above terms and conditions carefully. Please confirm your acceptance of it by signing the duplicate copy and returning it to us. Your signature constitutes agreement to all the information contained herein.

We take this opportunity to welcome you and wish you every success in your career with us. Looking forward to a mutually rewarding relationship.

Yours faithfully,

For Qi Lifecare Private Limited

A handwritten signature in black ink, appearing to read 'Anuj Arenja', written over a light blue horizontal line.

Anuj Arenja

MD & CEO

Qi Lifecare Pvt. Ltd.

#6, Level 1, The Centrium, LBS Marg, Kurla (W), Mumbai - 400070 | T 022 7102 7080

CIN NO - U51100MH1999PTC120642

www.qilifecare.com



COMPENSATION BREAK-UP

Name: Afsha Shaikh		
Designation: Patient Counsellor		
Location: Pune		
	Rs.	Rs.
Components	Per Month	Per Annum
Basic	15,000	1,80,000
HRA	7,500	90,000
Conveyance	1,600	19,200
Medical	1,250	15,000
Special Allowance	5,450	65,856
Total Monthly Compensation	30,800	3,69,600
Performance Related Bonus (Paid Annually)	1,000	12,000
Bonus (Paid Annually)	-	14,994
PF (Employers' Contribution)	1,800	21,600
Admin (Employers' Contribution)	75	900
EDLI (Employers' Contribution)	75	900
Gratuity	As per Gratuity Act-1972	
Total Cost To Company (p.a.)	35,000	4,20,000

***PERFORMANCE-LINKED BONUS:**

Performance-Linked Bonus payable monthly for achieving pre-decided mutually set objectives/milestones/Key Performance Indicators. The exact quantum may vary (increase or decrease) depending on the measure of success against these set objectives/milestone

Qi Lifecare Pvt. Ltd.

#6, Level 1, The Centrium, LBS Marg, Kurla (W), Mumbai - 400070 | T 022 7102 7080

CIN NO - U51100MH1999PTC120642

www.qilifecare.com



Group Mediciclaim Insurance Policy	Cover
Group Mediciclaim Insurance Policy - Hospitalization expenses shall be reimbursed/cash less for Self. An employee is covered under this policy from May 2022 *Please refer to the Mediciclaim policy document of the company for entitlements and exclusions.	Rs 3,00,000/- per annum

Yours faithfully,

For Qi Lifecare Private Limited

Anuj Arenja

MD & CEO

ACCEPTANCE

1. The terms and condition of employment, and other rules and regulation of the Company as applicable to me have been fully read and understood by me/have been explained to me and I have fully understood the contents thereof. I hereby agree to the terms and conditions stipulated therein.
2. I hereby authorize the Company to conduct my background (including all previous employer), reference and medical checks for substance use as per company policy, for which I authorize and agree.

Name: _____

Signature: _____

Date: _____

DealsKart

Online Services Pvt. Ltd

12/1, 13th Floor, Vatika Mindscape, National Highway
Sector - 27D, Faridabad, Haryana – 121003
CIN: U74140DL2011PTC224819

Feb 15, 2022

To,

Aftab Imam Shaikh,

Sub: Offer of Employment: Dealskart Online Services Private Limited.

Dear Aftab Imam Shaikh,

On behalf of **Dealskart Online Services Private Limited.** (the "Company"), we are very pleased to issue this offer letter for the position of **Sales Associate** in **Offline Business Operations** at **Pune**. This offer letter outlines only the basic terms which are not exhaustive and does not include the detailed terms and conditions of your employment. This offer is subject to your acceptance of terms of the employment agreements referenced below. This offer is contingent on a candidature reference and successful completion of the background check done by the Company.

Joining Date and Salary

Unless we mutually agree otherwise in writing, you will commence employment on **February 21, 2022** (the "Start Date"). Your starting salary will be **204000 (Two Lakhs Four Thousand Only)** per annum, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes. The detailed compensation breakup is given in the enclosed Annexure. Your base salary is inclusive of both the employer's and the employee's provident fund contributions. Your salary will compensate you for all hours worked, excluding payments for any overtime.

On acceptance of this offer letter, your employment will be conditional on, and subject to, the terms of a written employment agreement between you and the Company (the "Employment Agreement").

Irrespective of the background check conducted by the Company, in case you are not an Indian national and required to obtain applicable visa/ work permit/ authorization or permission from appropriate government authorities to work in the country, you are required to ensure all such permissions are obtained before commencement of employment and submit a copy to the Company. The validity of the offer letter shall cease to effect, if it is found that you do not have required work permit/ authorization/ visa, as the case may be, to work in India.

DealsKart

Online Services Pvt. Ltd

12/1, 13^m Floor, Vatika Mindscape, National Highway
Sector - 27D, Faridabad, Haryana - 121003
CIN: U74140DL2011PTC224819

If you wish to accept employment with the Company, please indicate so by either by accepting the offer online on the Portal (Details mentioned in the email) or by sending an email confirmation to Human Capital Department. In case you do not confirm your acceptance on the terms of employment as given in this letter of employment within 48 Hours from the date of issuance, then the offer of employment shall stand rescinded.

We are very excited about the possibility of you joining us. We hope that you will accept this offer and look forward to a productive and mutually beneficial working relationship. Please let us know if we can answer any questions for you about any of the matters outlined in this letter.

This offer is valid subject to you submitting all the documents listed in this letter as well as a positive reference.

You shall be required to either upload following documents or bring the same on your date of joining.

1. Copy of Aadhaar Card
2. Copy of PAN Card
3. Your Professional and academic qualification certificate(s) - 10th Standard onwards
4. Copy of UAN card with KYC status updated as Yes.
5. Provident Fund and Pension Scheme Account Number
6. ESIC number if a member of ESIC.
7. Details of your last revised compensation e.g. your last Pay-slip
8. Form 16 from your previous employer/ salary certificates
9. One canceled cheque (Name Imprinted) or Cancelled cheque with Passbook
10. 4 Passport Size Photographs (To Carry on your date of joining)

Wishing you success in your career with us.

Thanks & Regards
Recruitment Desk

For Dealskart Online Services Private Limited.

Authorized Signatory



SALARY ANNEXURE

DealsKart

Online Services Pvt. Ltd

12/1, 13th Floor, Vatika Mindscape, National Highway
Sector - 27D, Faridabad, Haryana - 121003
CIN: U74140DL2011PTC224819

Strictly Confidential

Annexure - I (Compensation Breakup)

Particulars	Monthly	Annual
Basic Salary	8500	102000
House Rent Allowance	4250	51000
Statutory Bonus	1250	15000
Special Allowance	1323	15876
Employer Provident Fund	1179	14148
Employer ESIC	498	5976
Fixed Salary	17000	204000
Variable	0	0
Cost To Company	17000	204000

1. All tax implications arising out of your salary structure shall be borne by you.
2. Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing.
3. Gratuity: Payment will be made as per Payment of Gratuity Act
4. Group Medclaim Policy: You will be eligible for Medclaim Benefit, as per Company Group Medclaim Policy. You can enroll yourself and your family (Spouse + 2 Kids). This policy is not applicable for employees who are covered under ESIC as per eligibility criteria defined by the Statutory authorities.
5. Group Personal Accident Policy: You will be eligible for Accidental, Weekly benefit and Death Benefit as per Group Personal Accident Policy.
6. Group Term Life Policy: You will be covered under group Term life policy governed by the company.

Note: The insurance benefits of the Company would be subject to change from time to time, as per Company's Policies.

For Dealskart Online Services Private Limited.

Received & Accepted



Authorized Signatory

Aftab Imam Shaikh



01-Aug-2023

Aakif Siddique

747Guruwar peth Naik wada Near

Panch Haud Church Pune Maharashtra 411042

India

Letter of offer

Dear Aakif,

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected for the role of **Senior Associate - Operations (JC3384)** in **WNS Global Services Pvt. Ltd.**, based at our **Pune - Weikfield (WEIKFIELD)** office. The key components of your offer are as detailed below :-

Career band: Your career band would be **Professional**.

Role band: You would be placed in role band **A**.

Title: The title that you would be using both internally and externally would be **Senior Associate - Operations (JC3384)**.

Compensation: Your Total Gross Pay will be **INR 3,12,080 (Indian Rupees Three Lakh, Twelve Thousand And Eighty Only)** per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by **01-Aug-2023**.

Place of work: Your place of work will be **Pune - Weikfield (WEIKFIELD)**. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

DocuSigned by:
Aakif Siddique
E75DE660D97E423...

Accepted and Agreed

**Aakif Siddique
Candidate's Name & Signature**



1. TERMS & CONDITIONS:

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore, the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (Sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (Sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
U72200MH1996PTC100196**

DocuSigned by:
Aakif Siddique
E75DE660D97E423...

Accepted and Agreed

**Aakif Siddique
Candidate's Name & Signature**



discharge your duties effectively at the cost, efforts and time of the Company.

- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

Kindly acknowledge receipt of the offer letter and confirm your acceptance via e-mail within 5 working days from receipt of mail with offer letter. In case you do not accept this offer within the stipulated time and in absence of any communication from your end to

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
U72200MH1996PTC100196**

DocuSigned by:
Aakif Siddique
E75DE660D97E423...

Accepted and Agreed

**Aakif Siddique
Candidate's Name & Signature**



this effect, it will be presumed that you are not keen on pursuing this employment at WNS and hence the said offer shall stand revoked at the sole discretion of the company

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
U72200MH1996PTC100196**

DocuSigned by:
Aakif
E75DE660D97E423...

Accepted and Agreed

**Aakif Siddique
Candidate's Name & Signature**



Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

NOTE: Joining will not happen without these documents.

A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply:- (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - 1 copy
C	PHOTO ID : Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - 1 copy
D	PERMANENT ADDRESS PROOF : (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - 1 copy . The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF : (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS : 5 copies (with Red Background ONLY)
G	PAN NUMBER : Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments) or Accepted Resignation Letter from previous employer.
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof : (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration Medical Fitness form : Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

DocuSigned by:
Aakif Siddique
E75DE660D97E423...

Accepted and Agreed

Aakif Siddique
Candidate's Name & Signature

**NOTE:**

- The same document may be used as proof for more than one of the above requirements.
- Original copies to be brought along with copies for the purpose of verification.

2. In addition to the documents mentioned above, you are requested to provide the following documents and information on your date of joining.

Documents.....

1. Updated Resume.
2. Marriage Certificate (if applicable).
3. Self declaration Medical Fitness form.
4. ESIC (Employee State Insurance Corporation) enrollment would be as per the applicable as per government regulation. In case if your stack up contains ESIC component, please carry the following documents:
 - a. Your 3 post card size (4X7) photographs (copies of the same photograph) OR
 - b. If you would like your family covered - Family group photograph of immediate family (4X7, 3 copies of the same photograph), only members in the photo will be covered. Photos should be clear and have only your immediate dependent family members which include parents, siblings, spouse and children.

Information.....

1. Names and date of birth of family members you would want to mention as nominees for the Provident Fund Scheme (parents / siblings / spouse / children)
2. Your blood group.
3. Your family doctor's name, address, telephone and registration number.
4. National Social Security Number (NSSN) if allocated.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

**WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
U72200MH1996PTC100196**

DocuSigned by:
Aakif Siddique
E75DE660D97E423...

Accepted and Agreed

**Aakif Siddique
Candidate's Name & Signature**



Annexure II			
Name	:	Aakif Siddique	
Title	:	Senior Associate - Operations (JC3384)	
Role Band	:	A	
BU/EU	:	Utilities (901015000)	
Compensation Component	Ref	Amount(INR) Per Month	Amount(INR) Per Annum
Basic Salary		9,750	1,17,000
House Rent Allowance		4,875	58,500
City Compensatory Allowance		2,299	27,591
Sub Total - I	A	16,924	2,03,091
Bonus / Incentive (4)	(a)	2,660	31,920
Company's contribution to Provident Fund (1)		1,446	17,351
Company's contribution to ESI (3)		637	7,638
Sub Total - II	B	4,742	56,909
Total Fixed Pay	C = A + B	21,667	2,60,000
Bonus / Incentive at Maximum Level (4)	(b)	7,000	84,000
Gross Pay (CTC) at Minimum Level	D = C	21,667	2,60,000
Gross Pay (CTC) at Maximum Level	E = D + (b) - (a)	26,007	3,12,080
BENEFITS			
Gratuity payable As per Payment of Gratuity Act, 1972			
Note:			
1) Company's contribution to Provident Fund (PF): In cases where PF wages is above the statutory maximum limit of INR 15,000/- p.m., you have an option to choose the deduction of 12% on actual PF wages. In such situation, various component of the compensation will be adjusted to accommodate your request. PF wages considered for this calculation will be as per Employee Provident Fund and Miscellaneous Provisions Act, 1952.			
2)The Company provides following discretionary Insurance benefits: a) Mediciam Benefit: For Self or Family Floater, as per Company policy b) Personal Accident Insurance: For Employee, as per Company Policy c) Life Insurance: For Employee, as per Company Policy d) Parents can also be covered individually or through a Floater at an annual premium as per the company policy. You would have to enroll and pay the sum separately through payroll. Note: The company reserves the right to make appropriate changes to the Insurance plan as and when necessary.			
3) Company's contribution towards ESI Scheme will be as per Employees State Insurance Act, 1948 and is currently 3.25% of the monthly salary.			
4) You will be eligible to participate in the Company's Bonus / Incentive scheme applicable to your process. The Bonus / Incentive at maximum level is inclusive of Bonus / Incentive included in the Total Fixed Pay. The Bonus / Incentive will be paid basis the requirements of Payment of Bonus Act, 1965, your performance and BU/Company performance.			

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196

DocuSigned by:
Aakif Siddique
E75DE660D97E423...

Accepted and Agreed

Aakif Siddique
Candidate's Name & Signature



Abhinav Institute of Technology & Management

Plot No-29, Sainath Nagar, Near Siddhivinayak Mandir, Nigadi, Pune - 411044.
Email : enquiry.aitm@gmail.com | Website : www.abhinavinst.com

Date- 6th February 2024

Employment Certificate

This is to certify that Ms. RUKSAR SHAIKH (203678) is working with Abhinav Institute of Technology & Management in LEARN & EARN Scheme of Govt. of Maharashtra under the Apprenticeship Act 1961 as per GR No. TDE 2017/ (188/17) VC 3 at Eureka Outsourcing Solutions Pvt. Ltd. since 18/03/2023 as CUSTOMER CARE EXECUTIVE of OPERATIONS Department.

We are issuing this letter on the specific request of our employee for submitting the same to College.

For Abhinav Institute of Technology & Management

Administrative Officers

NOTE: This is digitally signed document and does not require a physical signature.

H.O. : 601, Paradise Tower, Beside McDonald, Gokhale Road, Thane (W) - 400 602.

JOINING KIT

Statutory Compliance



Welcome Onboard!

We look forward to a fruitful association with you

Employee ID: **50125357**

Employee Name: **HUZAIFA RIZWAN SIDDIQUI**

Process: **A02**

Date of Joining: **28/08/2023**

FORM 'F'

THE PAYMENT OF GRATUITY ACT

(See Sub-rule (1) of Rule 6)

NOMINATION

To, **Ventura (India) Private Limited**

Upper ground Level, Level 1, Level 2 and level 3, Tower B1, Magarpatta City SEZ, Village Hadapsar, Taluka haveli., Pune Maharashtra 411013.

I, Shri / Smt./ Kum. **HUZAIFA RIZWAN SIDDIQUI**

Whose particulars are given in the statement below, hereby nominate the person (s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name (s) of the nominee (s).

- a. I hereby certify that the person (s) nominated is a/are member (s) of my family within the meaning of clauses (h) of section 2 of the Payment of Gratuity Act, 1972.
- b. I hereby declare that I have no family within the meaning of clause (h) of section 2 of the said Act
- c. (a) My father / mother / parents is / are not dependent on me
(b) My husband's father / mother / parents is / are not dependent on my husband.
- d. I have excluded my husband from my family by a notice dated the to the controlling authority in items of the provision to clause (h) of section 2 of the said Act.
- e. Nomination made herein invalidates my previous nomination.

NOMINEE(S)

Name in full & full address of nominees	Relationship with the employee	Age of nominee	Proportion by which the gratuity will be shared
ZOHAN SIDDIQUI 23/B SHIVNERY NAGAR KONDHWA KHURD PUNE 48	SON	4.6	100

STATEMENT

■ Name of the Employee in full: **HUZAIFA RIZWAN SIDDIQUI**

■ Sex: **FEMALE**

■ Religion:

■ Whether Unmarried / Married / Widow / Widower: **DIVROCE**

■ Department / Branch / Section where employed: **AO2**

■ Designation: **CUSTOMER SUPPORT ASSOCIATE**

■ Date of appointment: **28/08/2023**

■ Permanent address: **23/B SHIVNERY NAGAR KONDHWA KHURD PUNE 411048**

Place: **PUNE MAGARPATTA SEZ**

Date of Joining: **28/08/2023**

Signature I Thumb impression of 'the Employee

DECLARATION BY WITNESS

Nomination signed/ thumb impression before me.

Name in full and full address of witnesses

Signature of witness

1. _____ 1.

2. _____ 2.

Place:

Date:

CERTIFICATE BY THE EMPLOYER

Certified that the particulars of the above nomination have been verified and recorded in this establishment Employer's Reference No., if any.

Ventura (India) Private Limited Upper Ground Level, Level 1, Level 2 and level 3, Tower B1, Magarpatta City SEZ, Village Hadapsar, Taluka haveli., Pune Maharashtra 411013. <i>Name and address of the establishment or rubber stamp thereof</i>	<i>Signature of the Employer I Authorized Office</i> <i>Designation</i> <i>Date:</i>
---	--

ACKNOWLEDGMENT BY THE EMPLOYEE

Received the duplicate copy of nomination in Form 'F' filled by me and duly certified by the employer.

Date of Joining **28/08/2023**
the words / paragraph not

Note: Strike out

Signature of the Employee



New Form No.-11 - Declaration Form (To be retained by the employer for future reference)

EMPLOYEES' PROVIDENT FUNDS ORGANISATION

Employees' Provident Funds Scheme, 1952 (paragraph 34 & 57) & Employees' Pension Scheme, 1995 (paragraph 24) (Declaration by a person taking up employment in any establishment on which EPF Scheme, 1952 and/or EPS, 1995 is applicable)

1	Name of the member	HUZAIFA RIZWAN SIDDIQUI
2	Father's/ Husband's Name	FATHER LATIF GULAB SHAIKH
3	Date of Birth: (DD/ MM/ YYYY)	08/03/1998
4	Gender: (Male/ Female/Transgender)	FEMALE
5	Marital status: (Married/Unmarried/Widow/Widower / Divorcee)	DIVROCE
6	(a) Email ID: (b) Mobile No.:	HUZAIFASHAIKH28319@GMAIL.COM 8446588694
7	Whether earlier a member of the Employees' Provident Fund Scheme, 1952?	YES
8	Whether earlier a member of the Employees' Pension Scheme, 1995?	YES
9	Previous employment details: [if Yes to 7 and/or 8 above] a) Universal Account Number:	101776097941
	b) Previous PF Account Number:	THTHA00430370000504842
	c) Date Of exit for Previous employment: (MM/DD/YYYY)	04/08/2023
	d) Scheme Certificate No. (if Issued)	NA
	e) Pension Payment Order (PPO) No. (if Issued)	NA
10	a) International Worker:	NO
	b) If yes, state Country of Origin (India/Name of the Country)	
	c) Passport No.	
	d) Validity of passport [(DD/MM/YYYY) to (DD/MM/YYYY)]	to
	KYC Details: (attach self-attested copies of following KYCs)	
	a) Bank Account No. & IFS Code	729401501269 ICIC0007294 ICIC0007294
	B) Aadhar Number	485694478679
11	C) Permanent Account Number (PAN), If Available	NWJPS2304R

UNDERTAKING

- 1) Certified that they are true to the best of my knowledge.
- 2) I authorize EPFO to use my Aadhar for verification/authentication/e-KYC purpose for servicedelivery.
- 3) Kindly transfer the funds and service details, if applicable, from the previous PF account as declared above to the present PF Account.
(The transfer would be possible only if the identified KYC detail approved by previous employer has been verified by present employer using his Digital Signature Certificate)
- 4) In case of changes in above details, the same will be intimated to employer at the earliest.

Date of Joining: **28/08/2023**

Place of Work: **PUNE MAGARPATTA SEZ**

SIGNATURE OF MEMBER

DECLARATION BY PRESENT EMPLOYER

A. The member Mr./Ms./Mrs. **HUZAIFA RIZWAN SIDDIQUI** has joined on **28/08/2023** and has been allotted- PF Number. PU/PUN/0121598/

B. In case the person was earlier not a member of EPF Scheme, 1952 and EPS, 1995

- (Post allotment of UAN) The UAN allotted for the member is **101776097941**

■ Please tick the appropriate Option:

The KYC details of the above member in the UAN database

- have not been uploaded
- have been uploaded but not approved
- have been uploaded and approved with DSC

C. In case the person was earlier a member of EPF Scheme, 1952 and EPS, 1995: above PF Account number/UAN of the member as mentioned in (A) above has been tagged with his/her UAN/Previous Member ID as by member.

Please Tick the Appropriate Option: -

✓ The KYC details of the above member in the UAN database have been approved with Digital Signature Certificate and transfer request has been generated on portal.

As the DSC of establishment are not registered with EPFO, the member has been informed to file physical claim (form-13) for transfer of funds from his previous establishment.

Date: 28/08/2023

Signature of Employer with Seal of Establishment

JOINT DECLARATION UNDER PARA 26(6) OF THE EPF SCHEME, 1952

To,
The Regional PF Commissioner (Maharashtra Region)
Employees' PF Organization,
2nd Floor Pune Cantonment Board Building,
Near Golibar Maidan, Camp, Pune Maharashtra- 411 001.

Sub: Application for regularizing membership/Provident Fund Contributions deducted on Salaries over & above Rs. 15,000/- per month or at higher rate.

Sir,

I the undersigned Mr./Ms. **HUZAIFA RIZWAN SIDDIQUI** bearing Account Number **PU/PUN/0121598/_____**, employee of M/s Ventura (India) Private Limited hereby declare that I have been contributing Provident Fund on my entire salary @ 12% with effect from **28/08/2023**.

I am/am not an 'EXCLUDED EMPLOYEE' within the meaning of para 2(f) of the EPF Scheme, 1952

I request that;

1. I may be enrolled as member of the Employees' Provident Fund voluntarily with effect from **28/08/2023**
2. I may be permitted to contribute voluntarily on my entire salary exceeding Rs. 15,000/- per month w.e.f. **28/08/2023**
3. I may be permitted to contribute @ _ instead of the statutory rate of 12% with effect from **28/08/2023**

Yours Faithfully,

(Member's Signature)

We M/s Ventura (India) Private Limited, bearing Employer's Code No. **PU/PUN/0121598/_____** hereby declare that;

1. We have voluntarily enrolled Shri/Smt. **HUZAIFA RIZWAN SIDDIQUI** as member of the EPF Scheme, 1952. w.e.f. **28/08/2023** and his/her Account Number is **PU/PUN/0121598/_____**.
 2. We have been deducting contribution on his/her entire pay w.e.f.
 3. We have been making matching contribution on pay up to Rs. 15,000/- per month/ on entire pay w.e.f.
 4. We have been deducting Provident Fund contribution voluntarily @ 12% of pay and making matching contribution @ 12% of pay.
 5. We have paid Administrative Charges and submitted all the Returns in respect of the above. member accordingly and will continue to do so.
- We request that this case be regularized by permitting voluntary membership and contribute on entire salary @ 12% of pay as stated above.

We request that this case be regularized by permitting voluntary membership and contribute on entire salary @ 12% of pay as stated above.

Yours Faithfully,
For,
Ventura (India) Private Limited

Authorized Signature

FORM – 1
DECLARATION FORM (Regulation – 11& 12)

To be filled by the employee after reading instructions overleaf. Two Postcard size photographs are to be attached with this form.

A) Insured Persons Particulars
Name: HUZAIFA RIZWAN SIDDIQUI
Father/Husband's Name: LATIF GULAB SHAIKH
Date of Birth (day/month/year): 08/03/1998
Gender: FEMALE
Marital Status: DIVROCE
Date of Joining: 28/08/2023

Aadhaar Number of Insured Person: **485694478679**

(Please ensure that the Name in Aadhaar Card matches with PAN Card)

Present Address: **23/B SHIVNERY NAGAR KONDHWA KHURD PUNE 411048**

Permanent Address: **23/B SHIVNERY NAGAR KONDHWA KHURD PUNE 411048**

ESIC Dispensary near to Employee: (please see relevant dispensary on www.esichospitals.gov.in/)

Or you can visit UMANG Mobile App- All Services → ESIC → ESI Centers → select Dispensary, state and district.

UMANG App link

Details of Nominee u/s 71 of ESI Act 1948/Rules 56(2) of ESI (Central) Rules 1950 for payment of each benefit in the event of death.

Name of Nominee: **ZOHAN SIDDIQUI**

Relationship of the Nominee to Insured Person: **SON**

Residential Address of the Nominee with Pin code: **23/B SHIVNERY NAGAR KONDHWA KHURD PUNE 48**

Bank Account Details of the Insured Person:

Savings Account Number: **3313463418**

Bank IFSC Code: **NA**

Family Particulars of Insured Person

Sr. No.	Name	Date of Birth/Age as on date of filling form	Relationship with the Employee	Whether residing with him/her.	If No, state Place of Residence

Signature of Member

Signature of Employer with Seal of Establishment

DISCLAIMER

I, **HUZAIFA RIZWAN SIDDIQUI** hereby confirm that the above declaration and nominations made by me are true to the best of my knowledge and can be used by **VENTURA (INDIA) PRIVATE LIMITED** for statutory compliance related formalities and nominations with relevant government authorities.

HUZAIFA RIZWAN SIDDIQUI

Date: **CLICK OR TAP HERE TO ENTER TEXT.** **Signature and Name of The Employee**



KPMG Assurance and Consulting Services LLP
2nd Floor, Block T2 (B Wing)
Lodha Excelus, Apollo Mills Compound,
N M Joshi Marg, Mahalaxmi,
Mumbai 400011 India
Telephone: +91 (22) 3989 6000
Fax: +91 (22) 3090 1510

26 March 2024

Munazza Shakeel Shaikh
1151, Bhawani Peth A.D Camp Chowk, Maharashtra, Pune

Dear Munazza,

On behalf of **KPMG Assurance and Consulting Services LLP** (the '**Firm**'), you are hereby offered the position of **Analyst in Advisory** with the Firm. You will be part of the **Advisory - Forensic-PEBC** team

You shall be based at our office **Pune** and can be transferred to any other office of the Firm at any other place or city in India or outside India, or to any affiliate or associate entity of the Firm, as may be decided by the Firm in its sole discretion from time to time.

Your employment shall commence with effect from your actual date of joining.
In the event you fail to join latest by **28 March 2024**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the 'Probation Period') from the actual date of your joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Firm's Personnel Policy, as applicable for the time being in force ('Firm Policy'). At the end of the Probation Period, the Firm may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the 'Confirmation Letter'). Until such Confirmation Letter is issued, you shall continue to be on probation.

The terms and conditions of your employment with the Firm shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be INR 100000/- (Rupees One Lakh only) per annum, payable on a monthly basis, in arrears.



2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above as part of Cost to Company (CTC), you shall be entitled to a sum of INR 100000/- (Rupees One Lakh only) per annum. The aforesaid part of CTC shall include Employer's share of contribution under the Provident Fund scheme of the Firm, which shall be subject to your entitlement and the policy of the Firm and would depend on the allowances to be chosen out of the allowances / perquisites as detailed in the People Handbook.

B. Other Entitlements

Your other entitlements, as may be determined in accordance to the Firm's Policy as applicable from time to time, shall be as follows:

1. Annual Increments

Matters such as entitlement to performance incentive and/or annual fixed salary increase (and quantum thereof) shall be decided by the Firm in its sole and absolute discretion and shall be subject to such policies/procedures as may be applicable from time to time.

As per the prevalent policy any employee joining on or before 30 September of the ongoing performance year, will be eligible to be considered for annual fixed salary increase (increment), subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of issuance of the increment letter.

Any employee joining on or before 31 December of the relevant performance year, will be eligible to be considered for the year-end review and performance incentive, subject to his/her rating in respect of the relevant performance year and being in active employment (and not serving notice) of the Firm on the date of disbursement of performance incentive.

2. Performance Bonus

Firm is under no obligation to operate a bonus scheme and matters such as entitlement to performance bonus shall be decided at the Firm's sole and absolute discretion and shall be subject to such policies/procedures as may be made applicable by the Firm from time to time.

Subject to the above, you will be part of the performance linked bonus plan of the Firm. Under this plan the bonus payable will be calculated as per the Firm's policy.

This amount is pro-rated depending upon the actual date of joining during the Firm's financial year. The performance bonus (if any) will be payable solely based on you being in active employment of the Firm and not serving notice on the date of disbursement. Payment of the aforesaid performance bonus shall be subject to the policies and/or procedures of the Firm as existing on the date of disbursement.

The Firm reserves the right to vary the terms and amount of your bonus, depending



upon your performance, the Firm's financial results and attainment of strategic goals.

Statutory Bonus, if any, shall be included in the above pay-out.

3. Gratuity

You shall be entitled to payment of gratuity as per the Firm Policy and subject to the applicable law.

4. Medical Insurance Scheme

You shall be eligible to participate in the Medical Insurance Scheme of the Firm, if any.

5. Leave

You shall be entitled to annual leave of twenty-two working days in a performance year in accordance with the Firm's Policy subject to the applicable law. Your leave entitlement will be governed by the Leave policies as stated in the People Handbook and amended from time to time.

6. Maternity Benefits [For Women employees only]

You shall be entitled to maternity leave of 26 weeks (182 days) of which 08 weeks (56 days) can be availed prior to expected date of delivery and 18 weeks (126 days) after the delivery. During such leave, you shall be entitled to your full Compensation along with Other Entitlements that are made available in terms of this Agreement. It is clarified that any claim to the aforementioned maternity benefits shall remain subject to provisions of the Maternity Benefit Act, 1961 as may be amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding break for meals.

The Firm practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Firm from time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role.

2. Taxation

Any amount payable by the Firm to you towards Compensation, Other Entitlements and/or, any other payment shall be subject to deduction of withholding taxes and/or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be



fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Firm shall include: -

- (i) trade secrets,
- (ii) lists or details of its suppliers and/or their services, customers and/or the services to them including their terms of business,
- (iii) prices charged to and terms of business with clients,
- (iv) marketing plans and revenue forecasts,
- (v) any proposals relating to the future forecast of the Firm or any of its business or any part thereof,
- (vi) details of its employees and officers and matters relating to their compensation/remuneration and other benefits paid or payable to them,
- (vii) any Firm or client data/information/records, Firm policies and procedures, internal communications, databases, training materials, templates, emails, proposals, engagement letters, etc., information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how, discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Firm, any information given to the Firm in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and
- (viii) any other information which is notified to you as confidential or which by its nature is confidential.

3.2 You shall not, either during your employment or at any time thereafter, except as required by law or otherwise specifically approved by the Firm in writing, use, divulge, copy, quote, refer or disclose to any third party or send, upload, transfer, transmit to yourself on any email address, including by use of official and/or personal email account, external storage devices (e.g. USB, flash drives, SD card, external hard disk), upload on cloud storage (e.g. Google Drive, One Drive etc.), unofficial/unauthorized collaboration sites or third party messaging applications (e.g. WhatsApp, Telegram etc.) or in any



other manner whatsoever, any sensitive and/or Confidential Information, whether in whole or in part, which may have come to your possession or knowledge at any time during the course of your employment with the Firm. Any non-compliance of this obligation shall be construed as a misconduct in terms of the People Handbook of the Firm and shall be subject to the Firm's disciplinary process. You shall also ensure that you comply with all Firm policies at all times in this regard. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence, or fault.

4. Employment Conditions

During the course of your employment, you will not undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Firm. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Firm to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the Firm may from time to time require, in relation to the Firm's business.

6. Independence and Risk Policies

We draw your attention to Firm's independence and risk policies that apply to personnel in all functions irrespective of the entity to which you belong to. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships and detailed policies on the same are available on the intranet. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Firm's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below. For the purpose of this clause, "Firm" shall mean and include any network, associated, licensor or co-sublicensee entity/Firm.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Firm, purchase, sell or deal in, at any time either during your employment with the Firm or thereafter, any securities issued by any past, present or prospective customer/client of the Firm in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Firm.

8. People Handbook

You are requested to familiarize yourself with the Firm's People Handbook on joining



and you are required, at all times, to abide by the People Handbook as amended from time to time. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D below. The terms of the People Handbook shall form part and parcel of this Agreement.

9. Intellectual Property

9.1 You acknowledge that the Firm shall always be the absolute, unrestricted and exclusive owner of the Copyright and all other intellectual property rights including Confidential Information and other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets, service marks and logos of the Firm, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used, whether oral or tangible, or any deliverables prepared by you in the course of employment with the Firm. The Firm can use such copyright and intellectual property rights in any manner as the Firm may deems fit. You will not have any rights to use and shall not in any manner whatsoever, represent and/or claim that they have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Firm shall at all times own all worldwide right, title and interest, including copyright/other intellectual property rights in (i) any work product/intellectual property created, made, conceived, reduced to practice or authored by you, either individually or with others, in the course of their employment with the Firm (ii) the modifications, changes and improvements made to the work product, including the right to obtain, register, perfect and enforce such rights under applicable laws and conventions. To the extent such rights do not vest immediately in the Firm, you shall irrevocably, and unconditionally and perpetually assign to the Firm all their worldwide right, title and interest, including copyright/other intellectual property rights in such works with or without consideration, as maybe decided by the Firm in the facts and circumstances of each case. You agree that there shall be no additional consideration or royalty payable for the assignment other than the consideration, as decided by the Firm. You agree that the Firm will be free to make, have made, use, offer for sale, sell, modify, translate, and import products utilizing the intellectual property assigned to Firm. To the extent any rights, including moral rights in the work products, cannot be assigned to under the applicable law, you agree to waive or cause to be waived all such rights in favour of Firm and to grant and enable Firm to exercise such rights to the maximum extent possible under the applicable law. You shall at the Firm's cost and expense execute such documents as may be required by the Firm for recording the Firm as the owner of such works.

10. Social Media Policy

You shall ensure compliance with the Social Media policy of the Firm as amended from time to time. Additionally, it is important that you use only the correct legal name of the entity with which you are employed on all the social media platforms. Any non-compliance of the Social Media policy of the Firm, including any direct or indirect reference to an entity name, other than the name of your employer at the relevant time,



shall be construed as a misconduct in terms of the People Handbook and shall be subject to the Firm's disciplinary process.

11. Personal Conflicts

In addition to your obligations under the People Handbook, you shall ensure that there is no personal conflict in performance of your duties, and you shall promptly notify the Firm in case you perceive any personal conflict while discharging any of your duties. Further, you shall ensure that you comply with all Firm policies at all times in this regard. 'Personal Conflict' shall mean where an employee has a personal connection with the client/target/sub-contractor/vendor/supplier, etc., which may interfere, or may be perceived to interfere, with their ability to remain objective/independent, or where they are personally in possession or have access to confidential information relating to any party or transaction and which can be used to gain any undue advantage or benefit in respect of which the employee is involved or likely to be involved for provision of services. Any non-compliance of this clause shall be construed as a misconduct and shall be subject to the Firm's disciplinary process.

D. Termination

1. Without Cause

1.1 During the Probation Period, the Firm may terminate this Agreement without assigning any reasons upon thirty (30) days prior written notice or payment of salary in lieu thereof, at the discretion of the Firm. Similarly, during the Probation Period you may also terminate this Agreement without assigning any reasons upon thirty (30) days prior notice in writing or payment by you to the Firm of the salary in lieu thereof. In such an event and in addition to the thirty (30) days written notice or salary in lieu thereof, the Firm shall be entitled to adjust and/or recover from you any joining bonus/sign-on bonus paid to you by the Firm at the time of your joining the employment of the Firm, as well as the total cost incurred by the Firm and/or expenses reimbursed to you (if any), in connection with your relocation.

1.2 Upon your confirmation, either Party shall be free to terminate this Agreement at will and, at any time, with or without cause. The Party desirous of terminating this Agreement shall give **Ninety (90) days** prior written notice to the other Party. The Firm at its discretion may pay or accept, payment of equivalent or proportionate salary in lieu of the full or part of the notice period. In case you have received or otherwise entitled to any joining bonus/sign-on bonus and, you exercise the option of terminating this Agreement within the period agreed as per your joining bonus/sign-on bonus letter, or if your employment is terminated by the Firm on account of breach of terms of employment and/or policies/procedures applicable to you, you shall be liable to refund to the Firm such joining bonus/sign-on bonus as paid to you by the Firm which shall be in addition to the **Ninety (90) days** written notice or salary in lieu thereof or a combination thereof. Further, in case you have received any relocation benefits and you exercise the option of termination this Agreement, or your agreement is terminated by the Firm on grounds mentioned above within 12 months of joining or relocation, the Firm shall in such case



also be entitled to adjust and/or recover from you the total cost incurred by the Firm and/or expenses reimbursed to you in connection with your relocation.

- 1.3 Additionally, in the event you exercise the option to terminate this Agreement as contained under the Paragraph D.1.1 and D.1.2 above, the Firm notwithstanding anything to the contrary contained in clause 1.2 above, may relieve you from the date as the Firm may deem fit even before expiration of notice period without any liability to compensate you in connection with the unserved duration of your notice period. All other terms and conditions of this Agreement or applicable Firm's policies including without limitation to the Code of Conduct shall apply to you in the aforesaid scenario of early relieving without any exceptions or concessions of any kind whatsoever.
- 1.4 Without prejudice to the Firm's right as contained in Clause D.1.3, in case of termination of employment under Paragraph D.1.1 and D.1.2 above, you may be required to go on paid leave until the end of your notice period at the Firm's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 1.5 With the exception as laid out in Paragraph D.1.4 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

2.1 Notwithstanding anything herein, the Firm shall be entitled to terminate this Agreement, without notice and with immediate effect, and with no liability to make any further payment to you (other than in respect of amounts accrued due at the date of termination) in the event you :

- (i) Fail to satisfactorily complete, the Firm's background screening procedures
- (ii) are found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Firm's business; or
- (iii) are found to have engaged in any other act or omission, inconsistent with your duties; or
- (iv) are found to have engaged in any breach of this Agreement, or the Firm Policy/People Handbook (including any independence and risk policies/code of Conduct) or lawful orders given to you by the Firm;
- (v) are convicted of any criminal offence; or,
- (vi) are found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Indemnity

You acknowledge and agree that you shall indemnify and keep the Firm indemnified at all times from all losses, costs, expenses and damages caused to or incurred by the



Firm directly or indirectly due to any breach of the terms of your employment including the People Handbook.

In addition to the above, in case of breach of any of the obligations relating to confidentiality intellectual property rights, the Firm will be entitled to obtain appropriate injunctive relief or other equitable remedies against you.

The above rights of the Firm are not the sole and exclusive remedy and are in addition to any other rights the Firm may have either under law or in contract or by operation of any other policy/document.

2.3 Provisional Offer

In accordance with the policy, this offer is conditional on receiving and being satisfied, with the positive background checks on your academic and professional qualification and experience, any criminal records and any judgments relating to debts or insolvency thereof.

The present employment is offered to you on the basis of the information/ particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been concealed/withheld/suppressed by you, it shall constitute a breach of the Firm's code of conduct and the Firm shall be entitled to terminate your employment with immediate effect without notice and with no liability on the Firm to make any further payments to you (other than in respect of amounts accrued due at the date of termination).

The offer is also subject to your eligibility to work in India. It will be your responsibility to ensure that you continue to be eligible to work in India during the course of your employment.

3. Leave beyond Entitlement

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Firm in respect of the excess days taken and the Firm is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Firm.

4. Return of Property

- 4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all Confidential Information, lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media),



presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

- 4.2 You shall promptly, whenever requested by the Firm and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver to the Firm all Property and you shall not retain any copies thereof. All title and copyright in the Property shall vest with the Firm.

5. Retirement

The retirement age for the employees in the Firm is 60 Years. Please refer to Company's policy for further details.

E. **Governing Law**

This Agreement shall be governed and construed in accordance with the laws of India and the Court of New Delhi shall have exclusive jurisdiction. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Firm.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Firm on or before 28-03-2024 failing which, this offer stands automatically withdrawn by the Firm without any further notice to you.

F. **Miscellaneous**

1. Entire Agreement:

This Agreement constitutes the entire agreement between you and the Firm with respect to the subject matter hereof to the exclusion of all other prior agreements, arrangements or understandings and assurances between the parties to this Agreement, relating to such subject matter either written or oral. Should any terms of this Agreement conflict with any of the terms of the Firm's policy, the terms of the Firm's policy shall prevail.

2. Waiver:

No failure or delay on the part of any party in exercising any right or power under this Agreement shall take effect as a waiver of such right or power under this Agreement.

3. Survival:

Upon termination of this Agreement those sections that by their nature are intended to survive termination, rescission or expiration of this Agreement shall so survive, unless



otherwise indicated in this Agreement.

Yours sincerely,
for KPMG Assurance and Consulting Services LLP

Mohit Sharma
Human Resources - India Head-Talent Acquisition



INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a 'Member of the Firm'?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are ' **Member of the Firm** ' and ' **Covered Person** '. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.



'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term **'Member of the Firm'** also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same **'office'** in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called **'immediate family members'** in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.



* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?



If you are a Covered Person, you and your immediate family members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.



**ANNEXURE 1
INDICATIVE COST-TO-FIRM**

Munazza Shakeel Shaikh

Compensation Category	Monthly (in INR)	Annual Target Earning (in INR)	Annual Maximum Potential Earning (in INR)
i) Basic Salary	8333	100000	100000
ii) *Flexible Compensation	6547	78568	78568
iii) Employer Contribution to Provident Fund	1786	21432	21432
a) Fixed Compensation along with Employer's Contribution to Provident Fund (Annual) (i+ii+iii)	16667	200000	200000
b) Gratuity	401	4808	4808
c) Insurance Premium#		19375	19375
d) Target Performance Linked Variable Pay		22220*	44440**
Potential Cost to Firm (Annual) (a+b+c+d)		246403	268623

*Flexible Compensation will include minimum 10% of Basic Salary as House Rent Allowance

Employee Contribution to Provident Fund will be deducted as per the Employee's Provident Fund & Miscellaneous Provisions Act, 1952, subject to your entitlement and the policy of the Firm in that regard. Gratuity will be paid as per applicable rules.

#Insurance Premium is only indicative, and the actual may vary

PERFORMANCE LINKED BONUS

You will be part of the performance linked bonus plan of the Firm. Under this plan, the bonus payable will be calculated on the basis of your Individual performance and the performance of the Business Unit and Firm during the fiscal year i.e. April through March.

*This is the target performance bonus ("Target Performance Linked Bonus") which shall be payable subject to you achieving the target performance and the achievement of target by your business unit and the Firm.

**This is the maximum potential performance linked bonus (i.e., maximum of two (2) times your Target Performance Linked Bonus), which you may earn, upon exceptional performance of the



business unit, Firm and you.

The terms of the performance linked bonus plan are subject to periodic re-evaluation and modifications by the Firm.

Taxation will be governed by the Income Tax rules. The Firm will be deducting tax at source as per income tax guidelines.

OTHER BENEFITS

Group Medical Insurance: Your family and you are covered to the extent of	INR 400000
Group Personal Accident Insurance: You are covered to the extent of	INR 6000000
Group Term Life Insurance: You are insured to the extent of	INR 1500000
Group Term Life in Lieu of EDLI Policy:	Covered

On your joining the Firm you may refer to the People Handbook for further details on the benefits that are available to you.

Kindly refer to Annexure 2 for a breakup of Flexible components you can choose from.



Annexure 2

Understanding and Structuring your Compensation

In addition to your Basic Salary* and Provident Fund** (PF), the below mentioned components are available for you to design a salary structure in a way best suited to you for availing tax benefits.

While the detailed information of the components will be available for your information in the People Handbook, below is a snippet for your perusal.

**50% of fixed compensation*

***The monthly PF contribution is a sum total of 12% of basic salary of employer and employee contribution. The Employee and Employers Contribution of PF are part of fixed CTC.*

Note: If you are not previously a member of PF and you meet the criterion of opting out of PF, please reach out to your recruitment point of contact for more details.

Components for Analyst		
1	House Rent Allowance (HRA)	<ul style="list-style-type: none"> • Minimum 10% of your basic salary will be allocated towards HRA. • Maximum HRA which can be allocated is 50% of your basic salary • The PAN of landlord needs to be submitted along with rent receipts. • TDS challan for the tax deducted needs to be produced on the rent to claim HRA (if rent is more than or equal to INR 50,000 per month) • The lease deed duly executed by the landlord and tenant, properly witnessed, stamped and notarized. • If the period of lease is for 12 months or more, it should be registered under the Registration Act.
2	Expenses in pursuit of Self-education	<ul style="list-style-type: none"> • Self-education claim covers any kind of course fee paid (does not include books/stationary expenses). • Maximum of INR 20,000 per annum • The course fee receipt, proof of payment (debit/credit card/NEFT/cheque) along with the approval.
3	Expenses in Pursuit of Children's Education	<ul style="list-style-type: none"> • INR 100 per month, per child for a maximum of two children. • No supporting documents required.



4	Home Landline/Mobile Bills	<ul style="list-style-type: none"> • INR 15000 per annum • The home landline/mobile bill has to be in your name in order to get the benefit. This does not include prepaid mobile, broadband and data card charges. • You can claim up to two telephone bills (either landline or mobile or both) in a particular month.
5	Meal Card	<ul style="list-style-type: none"> • Maximum of INR 15,000 per annum (Minimum INR 100 per month and maximum INR 1250 per month) • Meal card will be credited with six (6) months balance based on the structured amount. • Colleagues will be required to complete KYC as required by the meal card vendor. • Meal card will be credited between 15th to 20th of the subsequent month (as per the structured amount in your Flexible Benefit Plan)
6	Purchase of Computer/Laptop/I-pad for Personal Use	<ul style="list-style-type: none"> • One purchase for a period of 36 months up to INR 1,50,000. • The bill should be in your name c/o the applicable entity. • The original invoice and proof of payment (debit/credit card/ NEFT/cheque).
7	Leave Travel Allowance (LTA)	<ul style="list-style-type: none"> • One round trip from place of origin to destination twice in four years (only domestic travel). This does not include expenses such as local conveyance, sightseeing, hotel accommodation, food. • can claim LTA for yourself and for your declared dependents provided you are travelling with them. • Original ticket/boarding passes/invoice based on the mode of travel and proof of payment (debit/credit card/NEFT/cheque) is required.
8	National Pension Scheme (NPS)	<ul style="list-style-type: none"> • You can allocate up to 10% of your annual basic salary in the financial year. • You should have a PRAN (Permanent Retirement Account Number) with Kotak Mahindra Bank. If you already have a PRAN with another bank, please reach out to the payroll vendor upon joining. • You cannot have a joint account under this scheme.



13
Ubada Zaheer Shaikh. S.Y.B.Com. C 4344.



Appointment Letter

Date: 8th-May-2024

Dear Mr. Ubada Shaikh

We have pleasure in appointing you as **Research Analyst** in our organization, effective **8th-May-2024** on the following terms and conditions.

1. **Placement & Compensation**

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to a Salary of **1,56,000/- INR per annum** (deductions will be applicable as per the Government laws). Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter. The details of the annual CTC breakup is been given in the attached Annexure-1.

2. **Salary revision**

Your salary will be reviewed after 6 months from the date of joining, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

However, your salary appraisal cycle will be due on every 12 months.

3. **Posting & Transfer**

Your initial posting will be at "PUNE". However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department/section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

4. **Probation:**

You will be on probation for a period of **three months**. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

Office No.108B, SPACE-31, Kondhwa, Pune.



5. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the BoD of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

6. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

7. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

8. Past Records

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

10. Confidentiality

You are supposed to maintain the Confidentiality for any business details of the company. Breaching the privacy and Confidentiality of company's business related documents / details may result into termination of employment with immediate effect.

11. Termination of employment

During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or on immediate basis. However, on confirmation the services can be terminated from either side by giving **one/two months** (30/60 days) notice. The company still holds the rights to terminate the services on immediate basis.

In case of employee leaving the services without any prior notification to employer will not be eligible for any payout. Irrespective of number of days worked.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data,



drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon termination of employment, you will also return all company property, which may be in your possession.

12. Leave Policy

During probation there will not be any paid leaves entitlement to the employee. However, post confirmation you will be entitled for 2 paid leave per month. Paid leaves can be carry-forwarded and clubbed together before 31st March of every year.

13. Medical Fitness

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Congratulations and welcome to BLU CANTON.

With Best Regards,

Human Resource
BLU CANTON

ACCEPTANCE

To affirm your acceptance to the terms and conditions laid out in this letter and kindly sign a copy of it and submit that to the HR department.

WNS

Extending Your Horizons

05-Jun-2024

Uzma Salim Chaudhari

Sr No 54 Lane No 09 Shivneri Nagar

Kondhwa Khurd Pune 411048

WNS Global Services (P) Ltd (WNS)

Sub. Appointment as an Apprentice**Dear Uzma,**

With reference to your application and the subsequent interview you had with us, we have pleasure in offering you the position of **Apprentice - EPP (JC6853)** in **WNS Global Services Pvt. Ltd.** based at **Pune - Weikfield (WEIKFIELD)** location on the following terms and conditions.

1. Your Stipend will be **INR 12,200 Only (Indian Rupees Twelve Thousand, Two Hundred Only)** per month; subject to Professional Tax deduction as applicable.
2. As discussed and agreed you will join not later than **06-Jun-2024**.
3. Your place of work will be **Pune - Weikfield (WEIKFIELD)**.
4. The terms of this apprenticeship shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this apprenticeship.
5. You shall be required to provide the Company all documents (along with true copies of the same duly attested by a Gazetted officer certifying the same as true copy) and information as informed upon joining.
6. The Company's business involves operating 7 days a week, twenty-four hours a day. You will be expected to attend office as assigned to you by your supervisors and as per applicable. Weekly offs will be governed as per company policy.
7. You will be on apprenticeship for **12 months** from the date of joining; during the apprenticeship, the Company may immediately terminate this apprenticeship, if you are found to be in material breach of any of the terms of your apprenticeship and the Company Policy.
8. Your apprenticeship will come to an end on the completion of last day of **12 months i.e. 05-Jun-2025**.
9. You will be entitled for leaves as per company policy, subject to prior approval from the concerned supervisor.
10. Your Absence for a continuous **period of three days** without prior approval of your supervisors, (including overstay of leave / apprenticeship), would be treated as abandonment of apprenticeship and can lead to termination without notice. In such an eventuality the Company reserves the right to recover from you, all expenses incurred with regard to apprenticeship and development, special education, up skilling or on the job apprenticeship imparted by the Company and damages suffered by Company due to loss of billing, etc.
11. Notice to separation/termination of apprenticeship in electronic form on your part such as SMS or personal email shall not be accepted as adequate notice of

For WNS Global Services Pvt. Ltd.*Adil Nargolwala*

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
U72200MH1996PTC100196

DocuSigned by:

Uzma

B5ED0A2CC81F48C

Accepted and Agreed

Uzma Salim Chaudhari
Candidate's Name & Signature

WNS

Leading the Enterprise

- termination for the purposes of this apprenticeship. Notice to terminate this apprenticeship has to be addressed in writing by the Apprentice to the Company in the form and manner as may be prescribed in the Company Policy by serving appropriate notice. However, immediate release from the apprenticeship would be decided by the Management on its discretion.
12. WNS reserves the right to terminate your apprenticeship with immediate effect on grounds of breach of policy, misconduct or where your performance has been found to be unsatisfactory.
 13. Your appointment as Apprentice is subject to you being medically fit for Apprenticeship.
 14. Reference Checks / Background, testimonials and Police verification: Your appointment is also subject to a satisfactory reference / background check, testimonial and Police verification. The Company shall, at its discretion conduct background / reference check and testimonial and police verification either before joining the company or within a reasonable and practicable time frame after joining. This apprenticeship continuance is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your appointment as Apprentice will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the apprenticeship without giving any notice or without paying Stipend for the period of engagement up to aforesaid date of relieving.
 15. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense.

Please sign the copy of this letter with your initials on each page.

Yours faithfully,

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

**Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

WNS Global Services Pvt. Ltd., Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
U72200MH1996PTC100196

DocuSigned by
Uzma
81826A3CC82F48C

Accepted and Agreed

**Uzma Salim Chaudhari
Candidate's Name & Signature**

WNS



**Uzma
Chaudhari**

464048

Emergency Call : **9146555817**

Blood Group : **B +ve**



Hussain Babude
Sr No 12
Laxmi Nagar,
Yerwada
Pune 411006
India

Offer Letter

Subject: Offer Letter Hussain Babude

Dear Hussain,

Congratulations!!

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as **Associate - Sales in Arabia Originals, based at our Pune office**. The key components of your offer are as detailed below.

Career Band:	Professional
Designation:	Associate - Sales
Remuneration:	Your Total Gross Pay will be INR 1,80,000/- (One Lakh Eighty Thousand Only) per annum which is inclusive of Fixed Pay and Variable Pay.
Joining Date:	We expect you to join us by 29th May 2024
Work Place:	Your initial place of work will be Pune (NIBM / Mominpura). However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location

For Arabia Originals

Faizan
MUJAHID
Faizan Mujahid
CEO

Accepted and Agreed

Candidate's Name & Signature

1. TERMS & CONDITIONS:

- a) The terms and conditions of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b) You will be required to sign a standard employment agreement on your date of joining. You shall be required to submit a set of certified true copies of the documents and information as set forth of this appointment letter.
- c) The Company's business involves operating round the clock on all days. Therefore the work may involve shift working and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- d) You will be on probation for six months from the date of joining; however the Company at its sole discretion may extend probation. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (Sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (Sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- e) You may not work in the same field or with any competitor for four years after you leave the Company or are terminated. This non-compete clause is essential to protect the Company's legitimate business interests and proprietary information.
- f) Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training.
- g) Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- h) Arabia Originals reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Information security / physical security, misconduct or where your performance has been found to be unsatisfactory.
- i) Any material or customer information is the sole property of Arabia Originals and should under no condition be shared with any unauthorized personnel. Strict legal or criminal action will be taken if found in violation of this clause.

For Arabia Originals


MUSAHID
Faizan Mujahid
CEO

Accepted and Agreed

Candidate's Name & Signature

2. OTHER CONDITIONS:

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Police verification will be carried out at the company's discretion at any time during your tenure.
- d. Effect of Substance Abuse: The Company at its sole discretion may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- e. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

For Arabia Originals

Faizan
MUJAHID

Faizan Mujahid
CEO

Accepted and Agreed

Candidate's Name & Signature

TECH mahindra

Mehreen Feroz Shaikh
Class: S.Y.B.Com-A
Roll no: 3838

Tech Mahindra Limited
A. S. Datar, 104, Park Road,
Pune - 411 001

Tel: +91 20 2443 1000
Fax: +91 20 2443 1000

www.techmahindra.com

Registered Office
Gateway Building, Apollo Building
Mumbai-400 001, India
CIN: L24200MH1999PL004175

Ref: 1002629/2319591 /Permt

Date: 15-Jun-24

Ms. Mehreen Feroz Shaikh
1014
New nana peth
house no 8, Pune (Maharashtra) - 411042
Phone No: 8446166745

Subject - Offer of Appointment

Dear Mehreen,

It is our pleasure to welcome you to Tech Mahindra Limited

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate-Customer Support** on **UI** band, operating out of our **Pune** office.
2. You will be on probation for a period of 3 months from the date of joining the Company during which you will be on training covering the complete process and projects or services, mandated by the customer of the Company. In case your performance is not found satisfactory during the period of probation, the Company may choose to terminate your services with immediate effect without serving written notice or pay in lieu of notice. Unless informed in writing of the extension of your probation period, for whatsoever reason/s, your employment with the Company will stand automatically confirmed upon successful completion of probation period including successful completion of the training mandated by the customer of the Company.
3. Your "Annual Total Cash Compensation" will be **Rs. 304942**. Please refer **Annexure-A** for details on the compensation and statutory deductions.
4. Your remuneration package is strictly confidential between you and here after, referred as **The Company** and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
5. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
6. You are required to join on **20-Jun-24** at the below mentioned location. The Offer stands **withdrawn** thereafter, unless the date is extended and communicated to you in writing.
7. On the date of joining, you are requested to report to **Kajal Prakash Hule** at 12:30 PM to complete the joining formalities at **Building No.3, Commerzone, Survey No.144 & 145, Samrat Ashoka Path, Off Airport Road, Pune -**

411006.. At the time of joining, you are expected to carry originals of the documents as per **Annexure - D** and submit the copies of the same to the HR Team.

8. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.

9. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Saher Khan** (Email: Saher.Khan@TechMahindra.com) latest by **20-Jun-24**.

10. For any clarification / further information on-

- Employment terms and conditions, please get in touch with **Kajal Prakash Hule** (E-Mail: KH00847060@TechMahindra.com)

For Tech Mahindra Limited



Mukul Sah
Group Head - HR & RMG

Encl: Annexure-A (Salary Structure), Annexure-B (Important / Indicative Terms & Conditions of Employment), Annexure-C (Medical Self declaration), Annexure-D (Check List of Documents), Annexure-E (Confidentiality Agreement), Annexure F - Intellectual property Assignment, Annexure-G - General Covenant, Annexure H -(Code of Conduct and Ethics).

Accepted

Date:

Signature of Candidate:

TECH
mahindra



Mehreen

Associate ID

1045386

A handwritten signature in black ink, appearing to be the name 'Mehreen' written in a cursive style.

Authorised Signatory

PRIVATE AND CONFIDENTIAL

Date: 03-06-2024

Sarfaraz Sattar Attar**Offer Letter**

Dear Sarfaraz,

Subsequent to your meetings with us at Go Digit General Insurance Limited, we are pleased to make an offer of employment on the following terms and conditions:

- 1.1 You shall be appointed to the position of **Consultant Customer Happiness** and will be located at **Pune**.
- 1.2 As an employee of the Organisation, your Gross Annual Compensation (Cost to Company) will be **3,10,000/-** (Three Lakh Ten Thousand Indian Rupees Only). Detailed CTC breakup is enclosed with this letter.
- 1.3 Your Gross Annual Compensation will include a performance-linked variable of **15%** subject to achievement of pre-defined targets.
- 1.4 You shall be required to work for 6 days a week in shifts and on rotation basis. The shift timing can be as per the roaster assigned by the Company between 12:00 am to 11:59pm. The shift will be of 9 hours including a one-hour lunch. You shall be entitled for 1 day rotational weekly off, which may or may not be a Saturday or Sunday and would depend on the work schedule assigned to you by the Company. You may be required to work overtime occasionally (including on weekly off), depending on the work exigency.
- 1.5 All terms and conditions of your employment, including the code of conduct, will be in accordance with the Company's code of conduct, policies and procedures and the Appointment Letter.
- 1.6 Your employment with the Company is subject to:
 - a) Accuracy of the testimonials and information provided by you; and,
 - b) Your acceptance of this offer with a return receipt within 5 working days
 - c) Successful verification of all documents submitted by you and your background verification by the Company.
 - d) You are clearing an exam/certification that the Company arranges.

Note: On acceptance of this offer, your appointment shall be provisional. As per Company norms, you are required to undergo a special certification training course, post which you are required to attend written and oral exams. Confirmation of your appointment is subject to you attaining a minimum score of 80% or above in the said exams. You will be given three attempts to clear this exam. Failure to clear this exam will lead to you being relieved from the services and ending your Contract of Employment with immediate effect.

- 1.7 At any time, the contract may be terminated by either party by giving 30 days' notice in writing the termination shall take effect at the end of such notice period. Go Digit General Insurance reserves the right to payment of salary in lieu of the notice period. However, in the event the termination with notice is at the instance of the employee, then the Company may, at its sole discretion, relieve the employee on any date during the notice period by waiving notice period, in full or part, with or without payment of notice pay.



BRANDED BY FORTISAN

1.8 Any termination of employment happening after fulfilment of conditions mentioned in Clause 1.6 above, shall be governed by the "Termination clause" as stipulated in your appointment letter.

1.9 On the day of your joining kindly bring photocopies of your certificates (all education qualifications, address proof, Pan card copy, ID proof, all previous employers' certificates, Form 16, Last employer's salary slip of last 3 months, relieving Letter from last employer), along with four passport size photographs.

This offer is subject to successful verification of all documents submitted by you and your background verification by the Company.

1.10 In order to confirm your joining, you would be required to submit proof of your resignation from your current company within 7 days of receipt of this offer letter. In case of failure to submit the same within the stipulated time period, the company reserves the right to withdraw this offer.

You agree and authorise the Company to obtain investigative employment verification report(s) either by itself or through the Company engaged third party service provider(s) in connection with your employment. You also agree and consent to give an authorization in writing in this regard, in the format prescribed by the Company.

As a token of your acceptance of our offer and the terms of this letter, please sign in the space provided below and return the same to us.

We are excited at the prospect of having you join us and look forward to a rewarding association.

Sincerely,
For Go Digit General Insurance Limited

Amrit Jaidka Arora
CHRO

digit

Sarfaraz Sattar Attar
8287



Blood Group
O+ve

Emergency Contact
9075172043

Corporate Address
Go Digit General Insurance Limited
Atlantis, 95, 4th 'B' Cross Road,
5th Block, Koramangala Industrial Layout,
Bengaluru - 560095.

CIN: U66010PN2016PLC167410

Website
www.godigit.com

Landline
+91 80 6761 5454

Please kindly return to the office address

19 Name - Chandni Chauhan | Std - Ty. b. com | Roll No -> 4842 | Div - A

DocuSign Envelope ID: 89CB13DA-53C6-4C8A-B82A-660317CF7327



Extending Your Enterprise

Chandni Chauhan
Krishna Nagar, Mohammadwadi,
Pune Maharashtra 411060 India

Letter of offer

With reference to your application and the subsequent interview you had with us, we are pleased to inform you that you have been selected as Analyst - Ops in WNS Global Services Pvt. Ltd., based at our Pune - Weikfield office. The key components of your offer are as detailed below:

Career band: Your career band would be Professional.

Role band: You would be placed in role band A.

Title: The title that you would be using both internally and externally would be Analyst - Ops

Compensation: Your Total Gross Pay will be INR 2,11,360 (Indian Rupees Two Lakh, Eleven Thousand, Three Hundred and Sixty Only) per annum which is inclusive of Fixed Pay and Variable Pay/ Performance Incentive. The detailed break-up of your compensation is given in the Annexure II for your reference.

Joining Date: You are expected to join us by 09-June-2024.

Place of work: Your place of work will be Pune - Weikfield. However, your services are transferable, and you may be assigned after reasonable notice, to any location in India or abroad where the Company or any one of its associates or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

For WNS Global Services Pvt. Ltd.

Chandni
Accepted and Agreed

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirajshanagar, LBS Marg, Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN: U72200MH1996PTC100196



Extending Your Enterprise

1. TERMS & CONDITIONS:

- a. The terms of this offer shall be kept strictly confidential. You shall execute all other documents as may be required to give effect to this offer.
- b. You will be required to sign a standard employment agreement on your date of joining.
- c. You shall be required to submit a set of certified true copies of the documents and information as set forth in Annexure I of this appointment letter.
- d. The Company's business involves operating round the clock on all day. Therefore the work may involve shift working including working in night shifts and availing staggered weekly offs. You are expected to attend the work as assigned to you by your superiors.
- e. You will be on probation for six months from the date of joining; however probation may be extended by the Company at its sole discretion. During the probation period, the Company may terminate this contract at any time without cause upon not less than 60 (Sixty) days prior written notice to you and/or compensation in lieu thereof. However, the Company may with "cause" immediately terminate this contract, if you are found to be in material breach of any of the terms of your employment and the Company Policy. You may voluntarily terminate your employment for any reason upon providing prior written notice to the Company, the period of which shall be 60 (Sixty) days prior written notice. It is mandatory for you to serve the notice period and it is your responsibility to complete your handover during the notice period before resigning from the organization / Company. If you chose not to serve the notice period the Company reserves the right to recover compensation in lieu of notice period from you in addition to the compensation towards all expenses incurred with regard to any training and development, special education, up skilling or on the job training provided to you in the course of your employment with the Company in addition to losses and damages actually sustained by the Company. The forgoing term is a condition precedent to your acceptance of this offer letter.
- f. Effect of inability to clear the proficiency / competency training / thresholds: You may be required to undergo voice & accent, pre-process and process trainings as a prerequisite to your gainful engagement as may be prescribed under relevant competency / proficiency parameters. At the end of these trainings, a performance assessment will be conducted and the results will be declared as per the established norms depending on the type/nature of the training. The company invests significant amount of efforts and costs on such trainings and you will appreciate that in case one is not able meet the required norms during training or clear the afore-said assessment tests, the Company will not be able to engage your services productively. In such eventuality, the Company reserves right to terminate employment by providing two weeks' notice and or pay in lieu thereof.
- g. Post confirmation, your services may be terminated by either party, giving notice in writing as mentioned in clause 1 (e) and non-service of Notice Period shall result in the same consequences as enumerated in Clause 1 (e) hereinabove.
- h. You will be entitled to twenty one working days leave per annum subject to prior approval by the Company. Carry-forward / accumulation of leave will be governed as per the existing Company policy on the subject.
- i. You will be provided necessary training / special education / on the job skill enhancement / interactive programs / up skilling programs / guidance required to

For WNS Global Services Pvt. Ltd.

*Adil Nargolwala***Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition**

WNS Global Services Pvt. Ltd, Plant No. 10, Godrej & Boyce Complex, Pirojshanagar, LBS Marg,
Vikhroli (West), Mumbai 400 079 | Tel: +91 22 4095 2100 | Fax: +91 22 2518 8307 | CIN:
U72200MH1996PTC100196

Accepted and Agreed



Extending Your Enterprise

discharge your duties effectively at the cost, efforts and time of the Company. In consideration of such training or skill enhancement programs, you shall serve the Company for a minimum period of six months from the date of your joining, failing which, the Company reserves the right to recover the losses suffered for imparting such training or skill enhancement programs from you.

- j. Deployment / Redeployment: The Company reserves the right to deploy / redeploy you in any of the available roles as may be deemed appropriate. Since different roles require different competency profiles, exact match can be a challenge at times, despite best intentions and efforts of the Company. In such eventuality, you are obligated to cooperate in the deployment / redeployment process by accepting role that is offered to you.
- k. You will automatically retire from the services of the Company on completing the age of 58 years.
- l. Notice to terminate in electronic form such as SMS or personal email shall not be accepted as adequate notice of termination for the purposes of this agreement. Notice to terminate this contract has to be addressed in writing to the Company in the form and manner as may be prescribed in the Company Policy.
- m. WNS reserves the right to terminate your employment with immediate effect on grounds of breach of policy including but not limited to Infosec / physical security, misconduct or where your performance has been found to be unsatisfactory.

2. OTHER CONDITIONS:

- a. Medical fitness: Your appointment / employment is subject to you being medically fit for employment.
- b. Reference Checks / Background and testimonials verification: Your appointment is also subject to a satisfactory reference / background check and testimonial verification. The Company shall, at its discretion conduct background / reference check and testimonial verification either before joining the company or within a reasonable and practicable time frame after joining. This offer and your continued employment is conditional upon the result of such checks. In case the results of the same checks are negative or unsatisfactory for any reason whatsoever, your offer / employment will be treated as null and void ab initio. In such eventuality, you may be immediately relieved from the employment without giving any notice and or pay in lieu thereof or any other remuneration (including incentives) for the period of engagement up to aforesaid date of relieving.
- c. Effect of Substance Abuse: The Company, at its sole discretion, may conduct from time to time screening for substance abuse during the course of employment. If the results of such screening are found to be positive, employment is liable to be terminated without giving any notice or pay in lieu off.
- d. All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. It shall be your duty to peruse and understand all the terms and conditions enumerated in Company's Policy as well as the repercussions of the breach thereof and not being aware of the same shall not be a defense, which shall be either available to you or accepted by the Company.

Please sign the copy of this letter as a token of your acceptance. Please initial each page in acceptance of the terms and conditions set out herein.

For WNS Global Services Pvt. Ltd.

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

Chandrasekhar

Accepted and Agreed

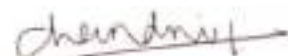
Annexure I

1. You need to furnish the following Documents at the time of joining WNS.

NOTE: Joining will not happen without these documents.

A	Original copy of WNS offer letter
B	DATE OF BIRTH PROOF: Mandatory is Aadhar Card. If no Aadhar Card or incomplete details on Aadhar card then the following will apply: (Any ONE of the following: Birth Certificate, Xth, XIIth Mark Sheet with DOB details on it, Passport, PAN Card, Driving License, School/College Leaving Certificate) - 1 copy
C	PHOTO ID: Aadhar OR PAN Card in the absence of both then the following will apply :- (ONE of the following: Voters ID, Driving License, Passport, or Bank Passbook with photograph, Bankers verification, NSR (National Skills Registry) ID card, Hall Tickets not more than 1 yrs. including current year up to eg.2006 for 2008, Defense dependant ID Card - 1 copy
D	PERMANENT ADDRESS PROOF: (ONE of the following: Passport, Driving License, Voter's ID, Nationalized Bank Passbook with photograph and address, Electricity Bill - latest of Self or Parents, Ration Card, LIC & Insurance documents, Mobile Bill, Telephone Landline Bill - latest of Self or Parents, or Current lease deed - with you or your parents / spouse as lessee or co-lessee) - 1 copy. The information for address needs to be verifiable during BGV and hence the same needs to be the latest permanent address proof.
E	EDUCATION QUALIFICATION PROOF: (mark sheets & degree are important) (as applicable: Xth, XIIth, Graduation, Post-Graduation Certificate, Copy of Diploma, others)
F	PASSPORT SIZE PHOTOGRAPHS: 5 copies (with Red Background ONLY)
G	PAN NUMBER: Photocopy of PAN Card. If you do not possess a PAN card then an application for one will have to be made and a copy of the application receipt will have to be submitted.
H	Professional Relieving or Experience Letter from previous employer (last 2 employments)
I	Salary Slip / Salary certificate from previous employer (last 2 employments). Bank statement if no salary slip from the Company.
J	Employee ID Proof: (photocopy of salary slips, appraisal letter which contains the employee id proof)
K	Marriage Certificate (if applicable) OR Marriage Affidavit with Couple Photo
L	Self declaration Medical Fitness form: Medical Fitness form needs to be duly filled and stamped by a Doctor.

For WNS Global Services Pvt. Ltd.



Accepted and Agreed

Adil Nargolwala

Adil S Nargolwala
Corporate SVP - HR
Head Talent Acquisition

20
21-APRIL-2024

To

Dear Aliyan Mohmmad Ishaque Momin,

Welcome to the Onus Overseas family !

At Onus Overseas you will experience an environment charged with enthusiasm and one that offers huge growth potential for individuals who live this Office vision with passion.

We are pleased to make you an offer of employment to join Onus Overseas on the following terms and conditions.

1. Appointment Terms and Conditions:

1.1 You shall be appointed as Executive in the Documentation Department.

1.2 Your Date of Joining will be 21-APRIL-2024. The offer will stand revoked if you are unable to join us on the said date.

1.3 As an employee of the organization, your Annual Cost to Company will be Rs. 2,88,000/- (Two Lakhs Eighty Eight Thousand Only). You will be eligible for the variable incentive. (The variable performance incentive is subject to Individual & Company performance as per the Company policy).

1.4 You will be based in Pune, Somwar Peth.

2. Your employment with the Company is subject to:

2.1 The accuracy of the testimonials, documents and information provided by you

2.2 You being free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date

2.3 You providing (by email or hard copy) an accepted copy of your resignation from your current employer within ten calendar days of having received this offer letter.

ONUS OVERSEAS WORLDWIDE CARGO & COURIER

**Address: 449, Somwar Peth, Isha Vastu, Shop No 5, Behind Apollo Theatre, near
HDFC Bank ATM, Pune, Maharashtra 411011**

3. Your Probation and Notice Period:

3.1 You will serve a probationary period of Three months.

3.2 On satisfactory completion of your probation, your services will be confirmed by default.

During the probation period, if your work performance is not found to be up to the mark and/or there are instances of excess absenteeism / behavioral issues, you may be asked to leave on an immediate basis and payment of your pending remuneration is subject to management's decision.

3.3 The Company reserves the right to extend the probationary period in the event that your performance is not up to expectation. In-case there is any requirement to extend your probation; you will be informed in writing.

3.4 You are required to serve a notice period of 30 days if you decide to leave the Company. Failing to do so will lead to absconding of services and you will not be liable to any payment or documentation from the Company. In case of an emergency situation where you are required to leave immediately, you may be given the option to buy out your notice period solely based on the discretion of management.

4. Code of conduct:

4.1 You are expected to work with complete initiative, efficiency and responsibility. You must at all times act bearing in mind the best interests of the Company and will at no time do or say anything that compromises the Company's goals or reputation.

We look forward to your dedication and commitment as we work together and wish you many fruitful years here at Onus Overseas - Worldwide Cargo & Courier.

With best wishes,

Mohd Sohaib Farooque

Owner

Onus Overseas - Worldwide Cargo & Courier

I have read and accepted the terms and conditions of employment as explained above

Ayyan Mohmmad Ishaque Momin

Date: 21/09/24



ONUS OVERSEAS WORLDWIDE CARGO & COURIER

Address: 449, Somwar Peth, Isha Vastu, Shop No 5, Behind Apollo Theatre, near HDFC Bank ATM, Pune, Maharashtra 411011



Credence
Excellence Beyond Belief

Ref No: - CRM/HR/PUN/APT/23/0286

Date: 01-August-2023

To,
Emp Code:- 17811
Emp Name:- Mohamad Saalim Maula Shaikh
Designation:- Executive - Customer Service
Department:- Operations

Subject: - Appointment Letter

Dear Mohamad,

With reference to your application and subsequent interview we are pleased to appoint you as **Executive - Customer Service - Operations** with effect from **25-July-2023**. The terms of your appointment are as follows:

1. Your total annual compensation is Rs. 27,36,600 /-. The break of your compensation is as per the attached Annexure "Annexure 1 – Compensation". Your compensation is strictly confidential, and any disclosure will result in penal action against you.
2. In addition to the above compensation, you will be entitled for Group Medical Insurance, Group Personal Accident Insurance and Group Term Life Insurance coverage benefits as per the prevalent policy for the year, as per the policies of the Company.
3. You will be on probation for a period of 6 (six) months from the date of commencement of your service, which may be further extended at the discretion of the Company. At the end of the probation period, provided that your services and performance has been found satisfactory, your appointment will be confirmed, in writing by the Company.
4. Your employment will be subject to termination on one month notice on either side. Notice period is mandatory.
 - a. New hires should not have any absence from work during the training period and the organization will follow the guidelines mentioned in Annexure 1 to address absenteeism. Post completing the training phase all employees will adhere to regular policies that are uploaded on company document management system.
 - b. In case the termination of employment is initiated by employer, notice period will not be applicable. However, if an employee leaves Company without serving notice or by serving short notice, recovery of said notice is applicable @ 1 day gross salary.
5. Your designation is merely indicative of the responsibilities, which you are required to carry out. The Company shall be entitled to require you, at any time, to perform any other administrative, managerial, supervisory or other functions and you will be bound to carry out such functions.
6. At all times, you will observe secrecy and confidentiality in respect of any technical, trade or business data or any other information that might come to your knowledge or possession, which according to the Company, are necessary confidential and form valuable property of the Company. You will not disclose them without authority of the Company to anyone other than the Company's Officers authorized to receive them and even after you have ceased to be in the services of the Company.
7. You shall maintain proper discipline and dignity of your office and shall deal with all matters with sobriety.

I Accept: - _____

Credence Resource Management Private Limited

CORPORATE OFFICE : E PARK, SOUTH TOWER, 2ND FLOOR, KHARADI MIDC, KHARADI, PUNE, MAHARASHTRA - 411014

PHONE NO. : 020-67113636

CIN - U74120PN2013PTC15430

www.credencerm.com



Credence
Excellence Beyond Belief

8. You shall maintain and keep in your safe custody such books, registers, documents and other papers as may be issued to you or may come in your possession and shall return the same when required.
9. You will forthwith inform the Company of any change in your residential address.
10. It is agreed that it shall be open to the Company from time to time to vary any remuneration, benefit, facility or perquisite that may be extended to you on a review of the Company's decision in this behalf.
11. Your appointment is transferable and the Company at its discretion may transfer you to any other department or to any place in India or outside India and as such you may, at any time, be transferred to any of the offices of the Company, its associates, or organizations with whom the Company has transactions.
12. You will observe working timings and holidays as applicable to your location, place of work and responsibilities assigned to you. Your job will require you to work in night shift.
13. If during the period of your employment with us you achieve any invention, process improvement, operational improvement or other processes/methods, likely to result in more efficient operation of any of the activities of the Company, the Company shall be entitled to use, utilize and exploit such improvement and you shall assign all your rights to the Company for the purpose of seeking any patent rights in respect thereof or for any other purpose.
14. Upon leaving the Company, you will not take with you any drawing, blue-print or other reproduction or other data, tables, calculations, letter or other documents or any other writing or copy of writing of any nature whatsoever pertaining to the business of the Company or any of its subsidiaries.
15. On confirmation, you will retire from the services of the Company on attaining the age of 60 years without any notice whatsoever from the Company in this behalf.
16. You will conform to the Service Rules of the Company.
17. The appointment and its continuance is subject to your being found and remaining medically (physically and mentally) fit. The Company reserves the right to ask you to undergo medical examination if and when considered necessary.
18. Your appointment is subject to you submitting necessary documents that justify your qualification and experience as stated in the job application form. In addition, you may be required to undergo substance abuse test and background verification test at any point during your tenure with the Company. Adverse outcome of the substance abuse or background verification test may result in immediate termination without notice.
19. Please return the duplicate copy of this letter duly signed, in token of your acceptance of the terms and conditions of employment.

For Credence Resource Management Pvt. Ltd.

Saahil Kumar
Vice President-Human Resources & Training.

I Accept: - _____

Credence Resource Management Private Limited

CORPORATE OFFICE : E PARK, SOUTH TOWER, 2ND FLOOR, KHARADI MIDC, KHARADI, PUNE, MAHARASHTRA - 411014.

PHONE NO : 020-67113636

CIN - U74120PN2013PTC15430

www.credencern.com

Annexure 1 – Compensation

Ref No: - CRM/HR/PUN/APT/23/0286

Date:-01-August-2023

Emp Code:- 17811

Emp Name:- Mohamad Saalim Maula Shaikh

Designation:- Executive - Customer Service

Department:- Operations

Particulars	Monthly CTC	Yearly CTC
Basic + D.A.	13300/-	159600/-
HRA	6509/-	78108/-
Personal Allowance	0/-	0/-
Gross	19809/-	237708/-
Statutory Bonus	1400/-	16800/-
Gross Payable (A)	21209/-	254508/-
Company's contribution to PF	1596/-	19152/-
Company's contribution to ESIC	0/-	0/-
CTC	22805/-	273660/-
Deductions		
Employee contribution to PF (B)	1596/-	19152/-
Employee contribution to ESIC (C)	0/-	0/-
Professional Tax [February Deduction of Rs. 300/-] (D)	200/-	2500/-
Net Take Home (Exclusive of TDS) (A-(B+C+D))	19413/-	232856/-

Absenteeism Treatment Guidelines – New Hire Training Phase

Instances	Actions
1 st NCNS	TL/Sr. Exec and ER intervention - Final Warning Letter
2 nd NCNS [Staggered/Consecutive]	AM & ER Intervention - FNF
1 st Absent [Class Room Training]	TL/Sr. Exe & ER Intervention - Counseling Memo
2 nd Absent [Class Room Training]	AM & ER intervention with a Warning Letter
3 rd Absent [Class Room Training]	Realignment / FNF [Based on the intervention by ER, Training and Operation management either realignment, continuation or FNF]- Final Warning Letter to be issued is allowed to continue
1 st LWP [Class Room Training]	TL/Sr. Exe intervention (Documented)
2 nd LWP [Class Room Training]	AM & ER Intervention (Documented)
3 rd LWP [Class Room Training]	AM & ER Intervention and to be realigned [Based on the intervention done by ER, Training and Operation management either realignment or continuation]

For Credence Resource Management Pvt. Ltd.



Saahil Kumar

Vice President-Human Resources & Training.

I Accept: - _____

Credence Resource Management Private Limited

CORPORATE OFFICE : E PARK, SOUTH TOWER, 2ND FLOOR, KHARADI MIDC, KHARADI, PUNE, MAHARASHTRA - 411014

PHONE NO. : 020-67113636

CIN : U74120PN2013PTC15430

www.credencerm.com



Mohamad Saalim Maula Shaikh

Emp. ID : 17811

Executive - Customer Service
Operations



Credence Resource Management Pvt. Ltd.
E-Park, South Tower, MIDC Kharadi,
Kharadi, Pune 411014, Maharashtra
Tel. : +929 6711 3688

Emergency - Employee Details

Emergency Contact : 0421052988
Blood Group : AB+
Date of Joining : 25.07.2023

Help Line Contact No.:

Administration : +91 7798462311
+91 7769861333
+91 8956605804
Human Resources : +91 8956558040
+91 8956558036

MANDIT SOLUTIONS PRIVATE LIMITED

ON FLOURTH FLOOR, OFFICE NO G4020, Solitaire
Business Hub SR NO 207, OPP NECO. GARDEN
SOCIETY, Viman Nagar, Viman Nagar, PUNE, Pune,
Maharashtra, 411014, Maharashtra. 411014

14/02/2024

Offer Letter

Dear Yusuf Javed Shaikh,

Congratulations! We are pleased to confirm that you have been selected to work for MANDIT SOLUTIONS PRIVATE LIMITED. We are delighted to make you the following job offer:

The position we offer you is that of **Strategic Development Manager** with an annual cost to the company of 840000. This position reports to Tauseef Shaikh.

We would like you to start work on 01/02/24. Please report to Tauseef Shaikh for documentation and orientation. If this date is not acceptable, please contact me immediately. On joining, you will be invited to our HR tool (XPayroll) in which you may be required to upload your documents.

Please sign the enclosed copy of this letter and return it to me by 04/03/24 to indicate your acceptance of this offer.

We are confident you will be able to contribute significantly to the success of MANDIT SOLUTIONS PRIVATE LIMITED and look forward to working with you.

Sincerely,

Rebecca Kuwar
MANDIT SOLUTIONS PRIVATE LIMITED

Rebeccakuwar
Accepted by:
Yusuf Javed Shaikh

Annexure A

1. Posting and Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department/section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

You will be on probation for three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full-time employment

Your position is a whole-time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part-time or otherwise) work in an advisory capacity, or be interested directly or indirectly (except as shareholder/debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership in any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. to the business/ operations of the Company, such developments will be fully communicated to the Company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down about conduct, discipline, and other matters. You will always be alive to the responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have wilfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation, the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, effects, or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse, or neglect to carry out and perform the duties assigned to you by the company.
- For loss of confidence in you by the company for any of the acts committed by you.
- If you are found to be guilty of fraud, insubordination, or misconduct whether in the performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit a breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

Annexure B

This is your expected salary structure.

Salary Component	Monthly	Yearly
Basic Salary	35,000	4,20,000
HRA	17,500	2,10,000
Special Allowance	10,500	1,26,000
LTA	7,000	84,000
Total	70,000	8,40,000

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of TDS, PF, ESI and professional taxes in accordance with applicable law.

Driving Your Demands



Yusuf Javed Shaikh
Strategic Development Manager

Employee ID: M50278

S O L U T I O N S



Fr. Agnel's

VIDYANKUR SCHOOL

Wrindavan nagar, Wadgoansheri, Pune-411014

Ph: 020- 27030010 / 27032344



MRS. ROSHINI SUNIL MONTEIRO

TEACHING - PRIMARY



O+

Fr. Agnel's