



SADHANA EDUCATION SOCIETY'S

(Registered under society's act of 1860 & Bombay Public Trust Act 1950)
Linguistic (Gujarati) Minority

L. S. RAHEJA COLLEGE OF ARTS & COMMERCE

Estd : 1980

Relief Road, Santacruz (W), Mumbai - 400 054.

Tel.: 2660 9320 / 2661 4101 | E-mail: degree.office@lsraheja.org / principal@lsraheja.org
Website : www.lsraheja.org

5.2.1: Average percentage of placement of outgoing students during the last five years

5.2.1.1: Number of outgoing students placed year wise during the last five years

Sr. No.	Particulars	Academic year	Page No.
5.2.1.1. a	Document containing names of students, employers, and pay packages year wise	2016-2021	1-4
5.2.1.1. b	Appointment letters	2016-17	5-13
5.2.1.1. c	Appointment letters	2017-18	14- 24
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5.2.1.1. f	Appointment letters	2020-21	137 - 141




Dr. Debajit N. Sarkar
(Principal)



5.2.1 Total percentage of placement of outgoing students during the years					
Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment	Evidences
2020-21					
2020-2021	Abhishek Chourasia- 7021610542	TYBAF	Asian Paints , 6 A shanti Nagar, Santacruz east- contact number :022 6218700	6, 50, 921 per annum	Appointment letter
2020-2021	Saranya Sundaram Marthumar- 9920441134	TYBMS	AMS Freight Solutions Pvt. Ltd. 315, Shivai Plaza, 3 rd Floor, Marol Co-operative, Andheri (E), Mumbai 400 059. Freight Solutions Global Logistics Tel: +91 22 2850 7915-17	1,80,000 per annum	Appointment letter
2020-2021	Shraddha Mahesh Bhosale- 7021740598	TYBMS	Manpower group services LTD, contact number: +91 -11-66497500	1, 92, 600 per annum	Appointment letter
2019-2020					
2019-2020	Bhavin Chawan- 9082252533	B Com	Motilal Oswal, NL High School, Siddarth, Narsing Ln, Opposite, Adarsh Dugdhlaya, Mahavir Nagar, Malad West, Mumbai, Maharashtra 400064	2,00,000 per annum	Appointment letter
2019-2020	Manan Shah- 7506312838	BFM	Motilal Oswal, NL High School, Siddarth, Narsing Ln, Opposite, Adarsh Dugdhlaya, Mahavir Nagar, Malad West, Mumbai, Maharashtra 400064	2,00,000 per annum	Appointment letter
2019-2020	Ami Mehta- 9870546218	BMS	Motilal Oswal, NL High School, Siddarth, Narsing Ln, Opposite, Adarsh Dugdhlaya, Mahavir Nagar, Malad West, Mumbai, Maharashtra 400064	2,00,000 per annum	Appointment letter
2019-2020	Siddhant Tiwari- 9619118010	BFM	Motilal Oswal, NL High School, Siddarth, Narsing Ln, Opposite, Adarsh Dugdhlaya, Mahavir Nagar, Malad West, Mumbai, Maharashtra 400064	2,00,000 per annum	Appointment letter
2019-2020	Shweta Joshi - 7208596640	BBI	Motilal Oswal, NL High School, Siddarth, Narsing Ln, Opposite, Adarsh Dugdhlaya, Mahavir Nagar, Malad West, Mumbai, Maharashtra 400064	2,00,000 per annum	Appointment letter
2019-2020	Pramod Shrishankar Giri- 91-8898245772	BSc. (I.T.)	Tata Consultancy Services, TCS house , Ravllin street, Mumbai 400001	one lakh 92 thousand	Appointment letter
2019-2020	Vaibhav Kishor Joshi- 8879375651	TYBFM	Motilal OswalNo 263, SN 03, GF, Madhu Hasn Bldg, Prabhadevi, Mumbai, Maharashtra 400025	2,00,000 per annum	Appointment letter
2019-2021	Fairoz lodge- 8433681833	TYBSC IT	Squad Infotech pvt ltd, Nerul railway station complex, Nerul east, Navi mumbai, 400706	NA	provisional appointment letter
2019-2022	Qureshi Saumya - 9833970606	TYBSC IT	Squad Infotech pvt ltd, Nerul railway station complex, Nerul east, Navi mumbai, 400706	NA	provisional appointment letter
2018-19					
2018-19	Aishwarya Haldankar-91-9664383696	BCom (A and F)	Kotak Life :Kotak Towers, Building No. 21, Infinity Park,Off Western Express Highway, Goregaon Mulund Link Road, Malad (E),Mumbai,Head Office-400 097	1,80,000 per annum	Appointment letter
2018-19	Harshita Jayanad Naik	BCom (A and F)	Kotak Life :Kotak Towers, Building No. 21, Infinity Park,Off Western Express Highway, Goregaon Mulund Link Road, Malad (E),Mumbai,Head Office-400 097	1,80,000 per annum	Appointment letter
2018-19	Noel Mascerenhas- 91-7045347486	BCom (A and F)	Kotak Life :Kotak Towers, Building No. 21, Infinity Park,Off Western Express Highway, Goregaon Mulund Link Road, Malad (E),Mumbai,Head Office-400 097	1,80,000 per annum	Appointment letter
2018-19	Nupur Ravindra Patil -7620656433	BMM	Kotak Life :Kotak Towers, Building No. 21, Infinity Park,Off Western Express Highway, Goregaon Mulund Link Road, Malad (E),Mumbai,Head Office-400 097	1,80,000 per annum	Appointment letter
2018-19	Pooja Tiwari- 91-9137982535	B.Com	Kotak Life :Kotak Towers, Building No. 21, Infinity Park,Off Western Express Highway, Goregaon Mulund Link Road, Malad (E),Mumbai,Head Office-400 097	1,80,000 per annum	Appointment letter

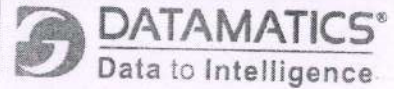
2018-19	Pradnya Kishore More- 91-8108249190	B.M.S.	Kotak Life -Kotak Towers, Building No. 21, Infinity Park,Off Western Express Highway, Goregaon Mulund Link Road, Malad (E),Mumbai,Head Office-400 097	1,80,000 per annum	Appointment letter
2018-19	Sangeeta Rajesh Kadam - 91-9892589256	B.A.	Elyon Education, Flat No. 6, Building No. 1, , Swami Nityanand Road, Andheri East, Maharashtra - 400069	1, 80,000 per annum	Appointment letter
2018-19	Rukaiya Madraswala- 91-9833874207	B.A.	Elyon Education, Flat No. 6, Building No. 1, , Swami Nityanand Road, Andheri East, Maharashtra - 400069	1, 80,000 per annum	Appointment letter
2018-19	Krishna Thakkar		Elyon Education, Flat No. 6, Building No. 1, , Swami Nityanand Road, Andheri East, Maharashtra - 400069	96, 000 per annum	Appointment letter
2018-19	Alfiya Shaikh- 91-9082223623	B.Com. (F.M.)	Hardcastle restaurants Pvt Ltd, Registered office: 1001-1002, Tower 3. 10th Floor, Indiabulls finance centre, Senapati Bapat marg, Elphinstone road, Mumbai -13	1, 44,000 per annum	Appointment letter
2018-19	Yaseem Shaikh - 8291651845	BSCIT	MMRDA Milind Nagar, Saki Vihar Rd, IIT Area, Powai, Mumbai, Maharashtra 400072 Phone: 022 6776 6776	2,48,000 per annum	Appointment letter
2018-19	Komal Shah- 7709669052	BBI	SMC Global Securities, A wing, 401/402, Lotus corporate park, Graham fifth steel compound, off western express highway, Goregaon east, Mumbai -63 . contact : 022-67341600	1, 56,000 per annum	Appointment letter
2018-19	Aagam Vora - 7715953890	BBI	Tata Consultancy Services limited, Plant number 12, Godrej and Boyce Complex , L. B. S. Marg, Vikhroli, Mumbai -79. Contact number :022-67783435	N A	email evidence
2018-19	Vidhi kothari - 9594859119	BFM	Tata Consultancy Services limited, Plant number 12, Godrej and Boyce Complex , L. B. S. Marg, Vikhroli, Mumbai -79. Contact number :022-67783436	N A	email evidence
2018-19	Narendra Mishra - 9867810868	BMS	Tata Consultancy Services limited, Plant number 12, Godrej and Boyce Complex , L. B. S. Marg, Vikhroli, Mumbai -79. Contact number :022-67783437	N A	email evidence
2018-19	Ashwit Bangera- 9022593392	BFM	Motilala Oswal, Office No T20, 3rd Floor, Sej Plaza Ascent Business Center, Marve Rd, above NM Medical, Malad West, Mumbai, Maharashtra 400064	N A	email evidence
2018-19	Jainam Shah- 9773587859	BFM	Motilala Oswal, Office No T20, 3rd Floor, Sej Plaza Ascent Business Center, Marve Rd, above NM Medical, Malad West, Mumbai, Maharashtra 400065	N A	email evidence
2018-19	Nihar Savalia - 9004894914	BFM	Motilala Oswal, Office No T20, 3rd Floor, Sej Plaza Ascent Business Center, Marve Rd, above NM Medical, Malad West, Mumbai, Maharashtra 400066	N A	email evidence
2018-19	Prachi Jani - 8080596140	BFM	Motilala Oswal, Office No T20, 3rd Floor, Sej Plaza Ascent Business Center, Marve Rd, above NM Medical, Malad West, Mumbai, Maharashtra 400067	N A	email evidence
2018-19	Valentine Kinny - 9899447331	BFM	Motilala Oswal, Office No T20, 3rd Floor, Sej Plaza Ascent Business Center, Marve Rd, above NM Medical, Malad West, Mumbai, Maharashtra 400068	N A	email evidence
2017-18					
2017-18	Shifaat Khidir 8879620374	B.COM	Network Techlab (i) Pvt Ltd, 41, Sarvodaya estate, opp paper box, off Mahakali Caves road, Andheri east, Mumbai-14. Tel:022 668141411	2.12 lakh per annum	Appointment letter
2017-18	Chrag Koli - 9819564439	BMS	T.I.M.E, Office number 204, 204, Radha silk mill compound, Behind TATA Aig, Parsi panchayat road, Andheri (East) Contact number: 022-26820132/39).	1.81 lakh per annum	Appointment letter

2017-18	Nitesh Pathak- 9820387481	BBI	T&M Services Consulting Private Limited T & M House, Kohinoor Complex 'A' Wing, Next To Maharaja Hotel, W. E. Highway, Dahisar (East). Mumbai - 400 068. (INDIA) Tel. : +91 22 4029 7000 Fax : +91 22 4029 7562 Email : info.tmscl.com Website: www.tmscl.com CIN : U32200MH2003PTC13999	240001 per annum	Appointment letter
2017-18	Ms. Arju Haldar- 9768017720	BBI	T&M Services Consulting Private Limited T & M House, Kohinoor Complex 'A' Wing, Next To Maharaja Hotel, W. E. Highway, Dahisar (East). Mumbai - 400 068. (INDIA) Tel. : +91 22 4029 7000 Fax : +91 22 4029 7562 Email : info.tmscl.com Website: www.tmscl.com CIN : U32200MH2003PTC13999	240001 per annum	Appointment letter
2017-18	Ms. Minaz Shaikh- 9702993716	BMS	T&M Services Consulting Private Limited T & M House, Kohinoor Complex 'A' Wing, Next To Maharaja Hotel, W. E. Highway, Dahisar (East). Mumbai - 400 068. (INDIA) Tel. : +91 22 4029 7000 Fax : +91 22 4029 7562 Email : info.tmscl.com Website: www.tmscl.com CIN : U32200MH2003PTC13999	240001 per annum	Appointment letter
2017-18	Mr. Amej Gawade- 8652182195	BBI	T&M Services Consulting Private Limited T & M House, Kohinoor Complex 'A' Wing, Next To Maharaja Hotel, W. E. Highway, Dahisar (East). Mumbai - 400 068. (INDIA) Tel. : +91 22 4029 7000 Fax : +91 22 4029 7562 Email : info.tmscl.com Website: www.tmscl.com CIN : U32200MH2003PTC13999	240002 per annum	Appointment letter
2016-17					
2016-17	Chetan Bhanushali - 8976521680	B.M.S.	Datamatics Global Services Limited Knowledge Centre, Plot No. 58, Street No.'t7, MIDC, Andheri (East), Mumbai - 400 093. INDIA Tel. : +91 (22)610200001112 ' Fax : +91 (22) 2834 3669 CIN : L72200MHI 987P1C045205	2, 50,000 per annum	Appointment letter
2016-17	Palak Jain- 91-9920583186	B.M.S.	Datamatics Global Services Limited Knowledge Centre, Plot No. 58, Street No.'t7, MIDC, Andheri (East), Mumbai - 400 093. INDIA Tel. : +91 (22)610200001112 ' Fax : +91 (22) 2834 3669 CIN : L72200MHI 987P1C045205	2, 50,000 per annum	Appointment letter
2016-17	Kamal Samant- 91-9768226772	B.M.S.	Datamatics Global Services Limited Knowledge Centre, Plot No. 58, Street No.'t7, MIDC, Andheri (East), Mumbai - 400 093. INDIA Tel. : +91 (22)610200001112 ' Fax : +91 (22) 2834 3669 CIN : L72200MHI 987P1C045205	2, 50,000 per annum	Appointment letter

2016-17	Jagdish gawde-9757492226	BSC-IT	Datamatics Global Services Limited Knowledge Centre, Plot No. 58, Street No. 't7, MIDC, Andheri (East), Mumbai - 400 093. INDIA Tel. : +91 (22)610200001112 ' Fax : +91 (22) 2834 3669 CIN : L72200MHI 987P1C045205	2, 50,000 per annum	Appointment letter
2016-17	Nidhi Aware 9930668563	B.COM	EZ Technologies,	NA	Work experience letter

Datamatics Global Services Limited

Regd. Office :
Knowledge Centre, Plot No. 58, Street No.17, MIDC,
Andheri (East), Mumbai - 400 093. INDIA
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CIN : L72200MH1987PLC045205
www.datamatics.com



09th May 2017

Mr. Chetan Dayaram Bhanushali
358/103, Road No -19,
Jawahar Nagar, Goregaon West,
Mumbai-400062

Dear Chetan,

Welcome to Datamatics, the first and only Indian organization to have won the prestigious International Asia Pacific Quality Award (IAPQA) in the services category, which included IT/ITES, Banks, Insurance companies and other services organizations. This is a unique achievement in the history of the Indian IT industry, as it was won competing against hundreds of companies from 38 countries including the US, Japan, Australia, New Zealand, Israel, South Korea, Peru, Mexico, China, Russia and Canada.

For Datamatics, Quality is not just a destination but a journey in which every Datamatician contributes. We invite you to be part of this journey!

This has reference to your application and subsequent interviews you had with us. We are pleased to offer you the role of 'Executive' in the grade "M01" at our Mumbai location.

On Joining, your all-inclusive Cost to the Company (CTC) will be **Rs.2,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable).

You will be required to execute a service agreement, with an undertaking to serve the Company for a minimum period of Two year from the date of your joining the company. In order to ensure the compliance of this covenant, you shall be required to provide two sureties to be approved by the company and that in the event of failure/neglect to fulfill any of the terms of the service agreement or of any other form of breach of the same you or your sureties jointly and severally shall be liable to pay the Company **Rs.1, 00,000/-** (Rupees One Lac only) as damages.

This offer is made on the basis of your having furnished to the Company information and documents in support of your age, academic qualifications, previous work experience, relieving letter from your last employer and other particulars on or before your day of joining. The Company shall conduct a background and reference check as per Company policy and this appointment is conditional upon receiving positive feedback. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

This offer is contingent to you completing Graduation with Minimum 60% aggregate.

This Campus offer is subject to your written acceptance within 30 minutes from this offer note. A detailed offer letter will be given to you on your joining us.

You are required to join the services of the Company at the earliest, but in any case not later than **3rd July 2017**.

Please sign and return the duplicate copy of this letter as an acceptance of the offer.

Thanking you and looking forward to having you with us.

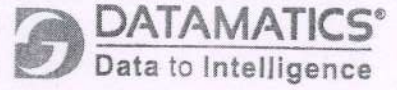
Yours truly,

For Datamatics Global Services Ltd.

Priyam Vyas
Assistant General Manager - Talent Acquisition



Continuation



ANNEXURE 'A'

EMPLOYEE NAME	Chetan Dayaram Bhanushali
GRADE	M01
DESIGNATION	Executive
DEPARTMENT	Sales & Marketing
LOB	Sales & Marketing

Salary Details	Monthly	Annually
	Rs	Rs
Salary	10,125	121,496
House Rent Allowance	8,423	101,072
Bonus **	584	7,008
Company Contribution to PF	1,215	14,580
Gratuity	487	5,844
Grand Total	20,833	250,000

**If the Bonus Act be revised in regards to the salary limit, then the company can set off or make appropriate additional adjustment from House Rent Allowance towards the bonus payable to you subsequent to the amendments of the payment of Bonus Act.

Benefits:

- a) Insurance as per company policy
- b) Gratuity as per company policy

J. Par



Datamatics Global Services Limited

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CIN : L72200MH1987PLC045205
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26th May 2017

Mr. Jagdish Krishna Gowda
B/7, Shri Sainath CHS,
Purerawadi, Sakinaka
Mumbai-400072

Dear Jagdish,

Welcome to Datamatics, the first and only Indian organization to have won the prestigious International Asia Pacific Quality Award (IAPQA) in the services category, which included IT/ITES, Banks, Insurance companies and other services organizations. This is a unique achievement in the history of the Indian IT industry, as it was won competing against hundreds of companies from 38 countries including the US, Japan, Australia, New Zealand, Israel, South Korea, Peru, Mexico, China, Russia and Canada.

For Datamatics, Quality is not just a destination but a journey in which every Datamatician contributes. We invite you to be part of this journey!

This has reference to your application and subsequent interviews you had with us. We are pleased to offer you the role of 'Executive' in the grade "M01" at our Mumbai location.

On joining, your all-inclusive Cost to the Company (CTC) will be Rs 2,50,000/- (subject to deduction of tax and other statutory payments as may be applicable).

You will be required to execute a service agreement, with an undertaking to serve the Company for a minimum period of Two years from the date of your joining the company. In order to ensure the compliance of this covenant, you shall be required to provide two sureties to be approved by the company and that in the event of failure/neglect to fulfill any of the terms of the service agreement or of any other form of breach of the same you or your sureties jointly and severally shall be liable to pay the Company Rs.1, 00,000/- (Rupees One Lac only) as damages.

This offer is made on the basis of your having furnished to the Company information and documents in support of your age, academic qualifications, previous work experience, relieving letter from your last employer and other particulars on or before your day of joining. The Company shall conduct a background and reference check as per Company policy and this appointment is conditional upon receiving positive feedback. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

This offer is contingent to you completing Graduation with Minimum 60% aggregate.

This Campus offer is subject to your written acceptance within 30 minutes from this offer note. A detailed offer letter will be given to you on your joining us.


You are required to join the services of the Company at the earliest, but in any case not later than _____.

Please sign and return the duplicate copy of this letter as an acceptance of the offer.

Thanking you and looking forward to having you with us.

Yours truly,

For Datamatics Global Services Ltd.

for, 
Priyam Vyas
Assistant General Manager - Talent Acquisition



Continuation



ANNEXURE 'A'

EMPLOYEE NAME	Jagdish Krishna Gowda
GRADE	M01
DESIGNATION	Executive
DEPARTMENT	Sales and Marketing
LOB	Sales and Marketing

Salary Details	Monthly	Annually
	Rs	Rs
Salary	10,125	1,21,496
House Rent Allowance	8,423	1,01,072
Bonus **	584	7,008
Company Contribution to PF	1,215	14,580
Gratuity	487	5,844
Grand Total	20,833	2,50,000

J.K.

**If the Bonus Act be revised in regards to the salary limit, then the company can set off or make appropriate additional adjustment from House Rent Allowance towards the bonus payable to you subsequent to the amendments of the payment of Bonus Act.

Benefits:

- a) Insurance as per company policy
- b) Gratuity as per company policy

J. K.



Datamatics Global Services Limited

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CIN : L72200MH1987PLC045205
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09th May 2017

Mr. Kamal Sobansingh Samant
488 Indira Nagar, Ekta Society,
KKG Marg, Juhu Tara Road, Mumbai-400049

Dear Kamal,

Welcome to Datamatics, the first and only Indian organization to have won the prestigious International Asia Pacific Quality Award (IAPQA) in the services category, which included IT/ITES, Banks, Insurance companies and other services organizations. This is a unique achievement in the history of the Indian IT industry, as it was won competing against hundreds of companies from 38 countries including the US, Japan, Australia, New Zealand, Israel, South Korea, Peru, Mexico, China, Russia and Canada.

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This has reference to your application and subsequent interviews you had with us. We are pleased to offer you the role of 'Executive' in the grade "M01" at our Mumbai location.

On joining, your all-inclusive Cost to the Company (CTC) will be **Rs.2,50,000/-** (subject to deduction of tax and other statutory payments as may be applicable).

You will be required to execute a service agreement, with an undertaking to serve the Company for a minimum period of Two year from the date of your joining the company. In order to ensure the compliance of this covenant, you shall be required to provide two sureties to be approved by the company and that in the event of failure/neglect to fulfill any of the terms of the service agreement or of any other form of breach of the same you or your sureties jointly and severally shall be liable to pay the Company **Rs.1, 00,000/-** (Rupees One Lac only) as damages.

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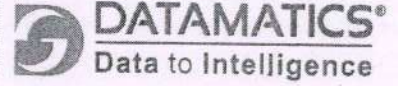
Yours truly,

For Datamatics Global Services Ltd.

Priyam Vyas
Assistant General Manager - Talent Acquisition



Continuation



ANNEXURE 'A'

EMPLOYEE NAME	Kamal Sobansingh Samant
GRADE	M01
DESIGNATION	Executive
DEPARTMENT	Sales & Marketing
LOB	Sales & Marketing

Salary Details	Monthly	Annually
	Rs	Rs
Salary	10,125	121,496
House Rent Allowance	8,423	101,072
Bonus **	584	7,008
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J. Pan



Datamatics Global Services Limited

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Tel. : +91 (22) 6102 0000/1/2 • Fax : +91 (22) 2834 3669
CIN : L72200MH1987PLC045205
www.datamatics.com



26th May 2017

Ms. Palak Kamlesh Jain
604, B Wing, Khandwala,
SRA Building, Dattamandir road,
Vakola, Mumbai

Dear Palak,

Welcome to Datamatics, the first and only Indian organization to have won the prestigious International Asia Pacific Quality Award (IAPQA) in the services category, which included IT/ITES, Banks, Insurance companies and other services organizations. This is a unique achievement in the history of the Indian IT industry, as it was won competing against hundreds of companies from 38 countries including the US, Japan, Australia, New Zealand, Israel, South Korea, Peru, Mexico, China, Russia and Canada.

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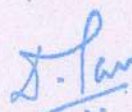
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Thanking you and looking forward to having you with us.

Yours truly,

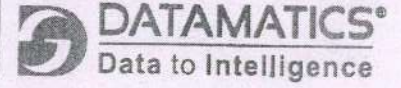
For Datamatics Global Services Ltd.


Priyam Vyas
Assistant General Manager - Talent Acquisition





Continuation



ANNEXURE 'A'

EMPLOYEE NAME	Palak Kamlesh Jain
GRADE	M01
DESIGNATION	Executive
DEPARTMENT	Sales and Marketing
LOB	Sales and Marketing

Salary Details	Monthly	Annually
	Rs	Rs
Salary	10,125	1,21,496
House Rent Allowance	8,423	1,01,072
Bonus **	584	7,008
Company Contribution to PF	1,215	14,580
Gratuity	487	5,844
Grand Total	20,833	2,50,000

**If the Bonus Act be revised in regards to the salary limit, then the company can set off or make appropriate additional adjustment from House Rent Allowance towards the bonus payable to you subsequent to the amendments of the payment of Bonus Act.

Benefits:

- a) Insurance as per company policy
- b) Gratuity as per company policy





EZ TECHNOLOGIES

A-63, Queens park, Juhu Road, Near SNTD college,
Santacruz West, Mumbai- 400049.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss. Nidhi Aware D/o Vinayak Aware has been working with us from 1st May, 2017 to 10th Dec, 2017. Her responsibilities were to prepare monthly, quarterly annual financial statements for assigned accounts in tally, compute taxes, filing GST, maintain payroll record, maintain attendance reports, process salary slips, manage finance, bank follow-ups, follow-ups for payments recovery, etc.

During her working tenure we found her loyal, dedicated, sincere, committed, to all responsibilities assigned to her were properly handled by her. We found her efficient and competent member along with her good moral conduct. She was an ethical person and in her time span with us she showed herself as a devoted person. She deserves to grow in the field of I.T & Accounts.



Proprietor,

For EZ TECHNOLOGIES

Proprietor

EZ Technologies.

9/12/2017

A-63, Queens park, Juhu Road, Near SNTD college, Santacruz West, Mumbai- 400049.

Dear Shifaat,

Greetings for the Day!!

It is our pleasure to extend the following offer of employment to you on behalf of NETWORK TECHLAB INDIA PVT LTD, further to the interview and subsequent discussion we had at our office.

You have been offered as the position of Executive -Backend Coordinator and in this capacity, you will report directly to Ms. Vanita Kachot or whomsoever she may designate. You are expected to join duty on or before **28 -May-2018**. You will be based in Mumbai.

As Executive -Sales Coordinator your consolidated monthly remuneration will be Rs. 17654/- (Seventeen Thousand Six hundred and fifty four only) as CTC. You will be on a probation period for 6 months.

Please note that the salary offered by the company should be purely confidential and its violation at any point of time would bring an end to your appointment with the organization.

You are requested to bring the following documents (**Mandatory**) at the time of joining and submit the self-attested photocopies (**signed by you**):

1. Photocopies of Educational Certificates (SSC/ HSC/ Diploma/ Degree/ Graduation / Post Graduation/ Any Technical Courses)
2. Proof of age and proof of residence.(i.e. Passport, Ration card, Driving license, Leaving Certificate, Utility Bill, Rent Agreement, Voter ID)- **ANY TWO**
3. Aadhar Card (Mandatory) -Two copies
4. Four (4) passport size photographs
5. Experience / Relieving certificate and Income proof / Salary Certificate / Salary Slip / Form 16 from previous employer.
6. PAN Card- Two copies
7. Doctor's Certificate (Physical and Mental Fitness Certificate from Authorized Medical practitioner)
8. Existing bank account details (Account No., MICR no, IFSC No.)
9. Details of previous ESIC No., UAN No. and PF No., if any.

KINDLY BRING THE ORIGINALS OF ALL ABOVE DOCUMENTS FOR VERIFICATION.

J. Pan



You are requested to kindly give us an acknowledgment on this and revert back with acceptance of Offer along with Date of Joining Confirmation on or before 23rdh may-2017

Reporting Time- 09:15 AM.

Kindly be informed that it is mandatory to bring all above mentioned documents along with originals and to adhere the reporting time otherwise your joining will be postponed until next schedule.

Best Regards,

	Bhagyashree Salunke Executive HR Dir: 022-66814144 Fax:- +91 22 66814150 Email ID: - bhagyashree.s@netlabindia.com Network Techlab (I) Pvt. Ltd http://www.netlabindia.com
--	---

J. Pan



OFFER LETTER

Dear **Mr. Koli**,

We refer, to your application and subsequent interview you had with us. We are pleased to make an offer to you in our Company as a "**Trainee - Digital Marketing**" on the following mutually agreed terms:

1. Your annual salary package shall be **INR. 1.81 per annum** (inclusive of all).

Standard letter of Appointment will be issued to you on your joining the services.

2. During your joining you will have to produce the originals for verification and submit one photocopy of each certificate. For Joining process you will need to report at 10:00 am sharp to our Mumbai Office at Andheri (**Address:** T.I.M.E. Office no 204, Radha silk mill compound, Behind TATA Aig, Parsi panchayat road, Andheri (East) Contact number: 022-26820132/39).

3. Your appointment is subject to verification of credentials, data provided by you in Candidate Information Form and upon receipt of copies of following documents:

- Photograph (PP Size) – 3 in nos.
- Proof of address (Current & Permanent)
- Proof of Qualification (10th and above)
- Proof of Date of Birth
- Form-16/Salary Certificate/Salary Slip in original from last Employer
- Experience letter(s) from previous Employer(s)
- Relieving letter from last Employer
- Photocopy of Aadhaar Card
- Photocopy of PAN Card – (in case you do not have PAN Card, please apply for one) **OR**
- Government authorized photo identity

The original will be returned to you immediately after due verification. Failure to provide these certificates by the due date will automatically result in cancellation of your appointment.

4. At the time of resignation from the services of the organisation, you will be required to give one month's notice or gross salary in lieu of notice. This requirement will not be waived under any circumstances. You will not be entitled to avail of any leave during the notice period.

5. **Confidentiality clause:** During the course of your employment you will come across confidential information pertaining to this organisation. At no point of time, while in employment or afterwards should this information be revealed to people outside the organisation without express written permission of the undersigned.

As a token of your acceptance, please give your confirmation in this regard along with the suitable date of joining by reciprocating to this mail as this offer stands valid for 3 days from the date of issuance beyond which the offer will be deemed as terminated.

Wishing you all the best.

For **Supreme Education Pvt. Ltd.**

Regards,

Team HR



T&M Services Consulting Private Limited

T & M House, Kohinoor Complex
'A' Wing, Next To Maharaja Hotel,
W. E. Highway, Dahisar (East).
Mumbai - 400 068. (INDIA)
Tel. : +91 22 4029 7000
Fax : +91 22 4029 7562
Email : info.tmscl.com
Website: www.tmscl.com
CIN : U32200MH2003PTC139999



TNM /KMGI/2018-19/0626/02

26th June, 2018

**Mr. Nitesh Pathak,
Janta Chawal, Dr. Ambedkar Margh, Khar (West), Mumbai.**

OFFER LETTER

Dear Mr. Nitesh Pathak,

This has reference to your application and subsequent interview you had with us. We are pleased to inform you that the company has decided to offer you as a **Associate** with our company effective from 23/May/2018 under the following terms & conditions :

- 1 Your Annually CTC Salary would be **Rs. 240001.2/- (Rupees Two Lakhs Forty Thousand One Only)** all inclusive subject to your attendance & performance.
- 2 Deduction of Income Tax, Professional Tax, Provident Fund, & other statutory deductions shall be made as per the requirements.
- 3 During the period of employment, you will be required to not engage in any part- time/full-time employment or any other gainful assignment, mainly which effects your working with our organization or which is against our client's or our organizational interest.
- 4 While rendering your services you will have to be regular in attendance and work and behave well.
- 5 You will be required to provide one month's notice in advance to the organization in case you resign from the services during & after completion of your probation period. The organization will have the right to refuse to accept your resignation till your charges are properly handed over.

J. Pan





- 6 The offer is subject to your being medically fit & no data provided during the course of selection is false.

We look forward welcome you and make you as part of our organization team.

Thanking You.

For T&M Services Consulting Pvt. Ltd.

Director

I accept your offer on the conditions mentioned above

Mr. Nitesh Pathak



T&M Services Consulting Private Limited

T & M House, Kohinoor Complex
'A' Wing, Next To Maharaja Hotel,
W. E. Highway, Dahisar (East).
Mumbai - 400 068. (INDIA)
Tel. : +91 22 4029 7000
Fax : +91 22 4029 7562
Email : info.tmscl.com
Website: www.tmscl.com
CIN : U32200MH2003PTC139999



TNM /KMGI/2018-19/0626/05

26th June, 2018

Ms. Arju Haldar,
Room No 610,Lovely Moton, Shop chawl,SB Patil Marg, Govind Nagar, Santacruz West.

OFFER LETTER

Dear Ms. Arju Haldar,

This has reference to your application and subsequent interview you had with us. We are pleased to inform you that the company has decided to offer you as a **Associate** with our company effective from 23/May/2018 under the following terms & conditions :

- 1 Your Annually CTC Salary would be **Rs. 240001.2/- (Rupees Two Lakhs Forty Thousand One Only)** all inclusive subject to your attendance & performance.
- 2 Deduction of Income Tax, Professional Tax, Provident Fund, & other statutory deductions shall be made as per the requirements.
- 3 During the period of employment, you will be required to not engage in any part- time/full-time employment or any other gainful assignment, mainly which effects your working with our organization or which is against our client's or our organizational interest.
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J. Pan






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We look forward welcome you and make you as part of our organization team.

Thanking You.

For T&M Services Consulting Pvt. Ltd.


Director

I accept your offer on the conditions mentioned above

Ms. Arju Haldar





T&M Services Consulting Private Limited

T & M House, Kohinoor Complex
'A' Wing, Next To Maharaja Hotel,
W. E. Highway, Dahisar (East).
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Tel. : +91 22 4029 7000
Fax : +91 22 4029 7562
Email : info.tmscl.com
Website: www.tmscl.com
CIN : U32200MH2003PTC139999



TNM /KMGI/2018-19/0626/03

26th June, 2018

**Ms. Minaz Shaikh,
Room No 957,Gaffur Chawl,Navjivan Society, Santacruz West.**

OFFER LETTER

Dear Ms. Minaz Shaikh,

This has reference to your application and subsequent interview you had with us. We are pleased to inform you that the company has decided to offer you as a **Associate** with our company effective from 23/May/2018 under the following terms & conditions :

- 1 Your Annually CTC Salary would be **Rs. 240001.2/- (Rupees Two Lakhs Fourty Thousand One Only)** all inclusive subject to your attendance & performance.
- 2 Deduction of Income Tax, Professional Tax, Provident Fund, & other statutory deductions shall be made as per the requirements.
- 3 During the period of employment, you will be required to not engage in any part- time/full-time employment or any other gainful assignment, mainly which effects your working with our organization or which is against our client's or our organizational interest.
- 4 While rendering your services you will have to be regular in attendance and work and behave well.
- 5 You will be required to provide one month's notice in advance to the organization in case you resign from the services during & after completion of your probation period. The organization will have the right to refuse to accept your resignation till your charges are properly handed over.

J. Par





- 6 The offer is subject to your being medically fit & no data provided during the course of selection is false.

We look forward welcome you and make you as part of our organization team.

Thanking You.

For T&M Services Consulting Pvt. Ltd.

Director

I accept your offer on the conditions mentioned above

Ms. Minaz Shaikh



T&M Services Consulting Private Limited

T & M House, Kohinoor Complex

'A' Wing, Next To Maharaja Hotel,

W. E. Highway, Dahisar (East).

Mumbai - 400 068. (INDIA)

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Fax : +91 22 4029 7562

Email : info.tmscl.com

Website: www.tmscl.com

CIN : U32200MH2003PTC139999



TNM /KMGI/2018-19/0626/04

26th June, 2018

Mr. Amey Gawde,

No 702 Gardenia, Parmatma Popular Villa CHS Ltd,F.P No. 49,TPS-3rd, 6th Road,
Santacruz (East).

OFFER LETTER

Dear Mr. Amey Gawde,

This has reference to your application and subsequent interview you had with us. We are pleased to inform you that the company has decided to offer you as a **Associate** with our company effective from 23/May/2018 under the following terms & conditions :

- 1 Your Annually CTC Salary would be **Rs. 240001.2/- (Rupees Two Lakhs Forty Thousand One Only)** all inclusive subject to your attendance & performance.
- 2 Deduction of Income Tax, Professional Tax, Provident Fund, & other statutory deductions shall be made as per the requirements.
- 3 During the period of employment, you will be required to not engage in any part- time/full-time employment or any other gainful assignment, mainly which effects your working with our organization or which is against our client's or our organizational interest.
- 4 While rendering your services you will have to be regular in attendance and work and behave well.
- 5 You will be required to provide one month's notice in advance to the organization in case you resign from the services during & after completion of your probation period. The organization will have the right to refuse to accept your resignation till your charges are properly handed over.





- 6 The offer is subject to your being medically fit & no data provided during the course of selection is false.

We look forward welcome you and make you as part of our organization team.

Thanking You.

For T&M Services Consulting Pvt. Ltd.

Director

I accept your offer on the conditions mentioned above

Mr. Amey Gawde





Dear Aishwarya Manoj Haldankar,

Welcome to Kotak Life Family. I congratulate you for joining us in our exciting journey of building India's best life insurance company.

We take pride in being the **only** 100% Indian company among the top ranking Indian life insurance organizations.

At Kotak Life we lay emphasis on living a value driven winning culture. As you embark on a new journey with us, let me introduce you to PACIFIC- an acronym that defines our core values.



Recognized as having the highest professional standards. Our employees and advisors will possess superior knowledge & skill, for the benefit of our customers. We will strive for best of class processes and superior quality of execution in whatever we set out to achieve.



We consistently strive for improvement by seeking feedback and adopting best practices. Every achievement becomes a milestone for the next level of performance.



Customers depend on us to be there in the future to meet promises. We will achieve by efficient cost management, uncompromised claim payments and superior investment management.



Our dealings are characterized by the highest levels of trust, honesty and fairness.



We create an environment that encourages all employees to innovate, experiment and try out new things without fear of failure.



We strive to satisfy our customers by providing quality products, services, advice sustainable value, and ensure our customers receive excellent solutions to meet their needs.



Employees will determine our future success. We will treat everyone with dignity. We will invest in the development of our human resources and reward superior performance.

My best wishes for scaling greater heights in your career with PACIFIC guiding you along the way! Regards,

G Murlidhar - Managing Director



Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503

Registered Office:

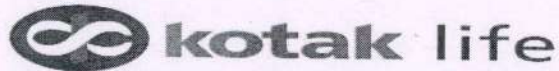
2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

Koi hai... hamesha



Employee Name : Aishwarya Manoj Haldankar,

Employee Address : 305, M-5, Daulat Nagar, Relief Road, Santacruz (W), Mumbai 400054

CONTRACT FOR SPECIAL SERVICES

This Contract for Special Services ("Contract") to be rendered has been drawn up between **Kotak Mahindra Life Insurance Company Ltd.** (formerly known as Kotak Mahindra Old Mutual life Insurance Limited), (hereinafter referred to as "the Company") & **Aishwarya Manoj Haldankar**, ("Employee" or "You") and sets out the terms and conditions under which the Company has offered and You have agreed to accept the terms of this contract to render your services to the Company at **Kotak Towers, Building No. 21, Infinity Park, Off Western Express Highway, Goregaon Mulund Link Road, Malad (E), Mumbai, Head Office-400097** or at such other location as the Company may inform. In the course of performance of your Contract you may also be required to oversee the performance of other employees or vendors of the Company.

1. This Contract shall commence from **20th May, 2019**, and shall be for a fixed period of 1 Year from the date of commencement. This Contract will terminate on **19th May, 2020**, unless otherwise terminated earlier according to the provisions of this Contract. Notwithstanding anything to the contrary contained herein above, it is expressly agreed and understood that this Contract of service is for a fixed period of 1 Year and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.
2. The details of your remuneration are enumerated in Annexure A, enclosed. Details of the remuneration are strictly confidential between you and the Company. The details are not liable for disclosure by you to any third party, without the Company's formal prior written consent. You will not be entitled to claim any other Privileges / Benefits including but not limited to bonus which may be paid to other employees of the Company.
3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises and the same shall be subject to exigencies of work.
4. You shall, throughout the tenure of the Contract, act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the Company.
5. You may be required to work on shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you shall be entitled to 21 days of leaves as per the Company policy. This shall be in addition to the leave on all Sundays and all holidays as applicable to the Company.
6. This Contract is subject to your providing all documents required by the Company. You hereby, represent that on your entering into this Contract there are no obligations/actions pending against you which may prejudice your performance of this Contract. It is expressly agreed and understood that your Contract is liable to be revoked/terminated if it is found at

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C- 12,
G- Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinity, Bldg No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

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any time during the tenure of your Contract that any of the representative information furnished by you to the Company at the time of your commencement of Contract is found to be incorrect or false.

7. If You are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then You shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by the "Code of Conduct" stipulated by the Company and rules as made applicable by the Company from time to time.

9. You shall not at any time during the tenure of this Contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by You in the course of your service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

a) Trade on your own account by pledging the credit of the Company;

b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;

c) Enter into any commitment, dealing or obligation on behalf of the Company.

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

13. You will abide by all the relevant policies of the Company that are in force from time to

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor,
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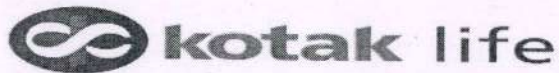
Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
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Mumbai - 400 097, India.

T: +91 22 66057777
F: +91 22 67425649 / 58
<http://insurance.kotak.com>

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time. This includes, inter alia, the Employee Code of Conduct and Information Security Policy.

14. You shall not, without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or Brochure or article concerning any matter, which relates to any activity of the Company.

15. This Contract can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Non-adherence or breach of Code of Conduct prescribed by the Company from time-to-time for its employees.

b) Any act, which, in the opinion of the management of the Company, is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

d) Unauthorized absence from work, or failure to resume your duties on expiry of the leave duly authorized by the Company.

16. Subject to the right of the Company to terminate this Contract in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 (One) Months' prior written notice to the other.

17. If any term or provision of this Contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This Contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

19. This Contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This Contract may be amended by a subsequent written arrangement between you and the

Kotak Mahindra Life Insurance Company Limited
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Koi hai... hamesha





Company.

20. On completion of your contract, you will hand over the charge to your immediate superior.

21. If you are suspended for any misconduct reported against you at any time pending inquiry and orders in your matter, you will not be entitled to any remuneration during the period of such suspension.

22. At the end of the Contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance.

Yours faithfully,
For Kotak Mahindra Life Insurance Company Ltd

JM Prasad
Group Head - Human Resources (Insurance)

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

Name

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503
Registered Office:
2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

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Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

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Name	Name: Aishwarya Manoj Haldankar	
Grade	Graduate Trainee	
State	Maharashtra	
With effect from	20 th May 2019	
Components	Per Month	Per Annum
Basic Salary	6,500	78,000
House Rent Allowance	325	3,900
Professional Allowance	5,365	34,380
Bonus	1,400	16,800
Contribution to Provident Fund		9,360
Gross Remuneration	13,590	172,440
Notional provision for gratuity		NA
ESIC		7,560
Total Annual Cost-to-Company		180,000
*Company contribution towards PF is 12%		
Prepared By : Kotak Mahindra Life Insurance		
Date : 20 th May, 2019		

Notes :

1. Your designation and the distribution of the overall CTC amount into different components will be governed by the designation / compensation structures in force at the relevant time. Accordingly, all individual payments including the Basic Salary are liable for modification from time to time. Shortfall, if any, in respect of all statutory payments will be liable for adjustment against the Gross Compensation and Company will not have any additional liability on this count. Depending on the compensation structure and your location of posting at the relevant time, you may not be eligible for this payment altogether. As per rules currently in force, you will also contribute an amount equal to the Company's contribution into Provident Fund.

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: L16603MH2000PLC128503
Registered Office:
 2nd Floor,
 Plot # C-12,
 G-Block, BKC, Bandra (E),
 Mumbai - 400 051.

Corporate Office:
 7th Floor, Kotak Infinity, Bldg. No. 21,
 Infinity Park, Off W. E. Highway,
 General AK Vaidya Marg, Malad (E),
 Mumbai - 400 097, India.

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 F +91 22 67425648 / 50
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2. All payments listed above as reimbursements (if any) need supporting documentation. If the reimbursement forms are received before 15th of the month, it will be included in the same month's payroll, otherwise in the subsequent payroll month.

3. Any kind of tax incidence on any of the items listed above, including Fringe Benefits Tax, will have to be borne by the employee. The Income Stabilizer Allowance (wherever applicable) has therefore been introduced to even out the recovery for this deduction, so that a major tax deduction does not happen in January / February thereby upsetting your monthly income.

4. A 'notional' provision has been indicated above forming part of the CTC amount, providing for payment of gratuity to you in future. The quantum of this 'notional provision' is subject to suitable adjustments as per the provisions of the gratuity scheme when a scheme is formally introduced in the Company. Any payment to you on this count will be applicable when you fulfil all the relevant eligibility criteria.

5. You will be governed by the specific provisions and the administrative practices under different schemes / payments. Schemes of loans / deposits are liable for modification. Repayment of the loans / deposits along with the interest rates at the applicable rates shall be as per policies in force.

6. All other terms and conditions of your employment would be as per the existing policies of the Company in force time to time. 7. Details of the compensation package are strictly confidential between you and the Company; and are not liable for disclosure to any third party without the Company's formal consent.

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 057, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>



Koi hai... hamesha



Dear Harshita Jayanand Naik,

Welcome to Kotak Life Family. I congratulate you for joining us in our exciting journey of building India's best life insurance company.

We take pride in being the only 100% Indian company among the top ranking Indian life insurance organizations.

At Kotak Life we lay emphasis on living a value driven winning culture. As you embark on a new journey with us, let me introduce you to PACIFIC- an acronym that defines our core values.



Recognized as having the highest professional standards. Our employees and advisors will possess superior knowledge & skill, for the benefit of our customers. We will strive for best of class processes and superior quality of execution in whatever we set out to achieve.



We consistently strive for improvement by seeking feedback and adopting best practices. Every achievement becomes a milestone for the next level of performance.



Customers depend on us to be there in the future to meet promises. We will achieve by efficient cost management, uncompromised claim payments and superior investment management.



Our dealings are characterized by the highest levels of trust, honesty and fairness.



We create an environment that encourages all employees to innovate, experiment and try out new things without fear of failure.



We strive to satisfy our customers by providing quality products, services, advice sustainable value, and ensure our customers receive excellent solutions to meet their needs.



Employees will determine our future success. We will treat everyone with dignity. We will invest in the development of our human resources and reward superior performance.

My best wishes for scaling greater heights in your career with PACIFIC guiding you along the way! Regards,

G Murlidhar - Managing Director



Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: UH5030MH2000PLC128503

Registered Office:
2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:
7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

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F +91 22 67425649 / 50
<http://www.insurance.kotak.com>

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Employee Name : Harshita Jayanand Naik

Employee Address : Sardar singh chawl, Panduranga Vakil Wadi, Kalina, Mumbai -400055

CONTRACT FOR SPECIAL SERVICES

This Contract for Special Services ("Contract") to be rendered has been drawn up between **Kotak Mahindra Life Insurance Company Ltd.** (formerly known as Kotak Mahindra Old Mutual life Insurance Limited), (hereinafter referred to as "the Company") & **Harshita Jayanand Naik** ("Employee" or "You") and sets out the terms and conditions under which the Company has offered and You have agreed to accept the terms of this contract to render your services to the Company at **Kotak Towers, Building No. 21, Infinity Park, Off Western Express Highway, Goregaon Mulund Link Road, Malad (E), Mumbai, Head Office-400097** or at such other location as the Company may inform. In the course of performance of your Contract you may also be required to oversee the performance of other employees or vendors of the Company.

1. This Contract shall commence from **20th May, 2019**, and shall be for a fixed period of 1 Year from the date of commencement. This Contract will terminate on **19th May, 2020**, unless otherwise terminated earlier according to the provisions of this Contract. Notwithstanding anything to the contrary contained herein above, it is expressly agreed and understood that this Contract of service is for a fixed period of 1 Year and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.
2. The details of your remuneration are enumerated in Annexure A, enclosed. Details of the remuneration are strictly confidential between you and the Company. The details are not liable for disclosure by you to any third party, without the Company's formal prior written consent. You will not be entitled to claim any other Privileges / Benefits including but not limited to bonus which may be paid to other employees of the Company.
3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises and the same shall be subject to exigencies of work.
4. You shall, throughout the tenure of the Contract, act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the Company.
5. You may be required to work on shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you shall be entitled to 21 days of leaves as per the Company policy. This shall be in addition to the leave on all Sundays and all holidays as applicable to the Company.
6. This Contract is subject to your providing all documents required by the Company. You hereby, represent that on your entering into this Contract there are no obligations/actions pending against you which may prejudice your performance of this Contract. It is expressly agreed and understood that your Contract is liable to be revoked/terminated if it is found at

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U65030MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C- 12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

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F: +91 22 67425649 / 50
<http://insurance.kotak.com>

S. Law
Koi hai... harshita



any time during the tenure of your Contract that any of the representative information furnished by you to the Company at the time of your commencement of Contract is found to be incorrect or false.

7. If You are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then You shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by the "Code of Conduct" stipulated by the Company and rules as made applicable by the Company from time to time.

9. You shall not at any time during the tenure of this Contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by You in the course of your service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

- a) Trade on your own account by pledging the credit of the Company;
- b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;
- c) Enter into any commitment, dealing or obligation on behalf of the Company.

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

13. You will abide by all the relevant policies of the Company that are in force from time to

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503

Registered Office:

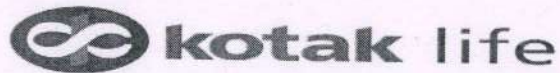
2nd Floor,
Flat # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infiniti, Bldg. No. 21,
Infiniti Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 087, India.

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time. This includes, inter alia, the Employee Code of Conduct and Information Security Policy.

14. You shall not, without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or Brochure or article concerning any matter, which relates to any activity of the Company.

15. This Contract can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Non-adherence or breach of Code of Conduct prescribed by the Company from time-to-time for its employees.

b) Any act, which, in the opinion of the management of the Company, is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

d) Unauthorized absence from work, or failure to resume your duties on expiry of the leave duly authorized by the Company.

16. Subject to the right of the Company to terminate this Contract in accordance with clause

15, it may be terminated either by the Company or yourself by giving 1 (One) Months' prior written notice to the other.

17. If any term or provision of this Contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This Contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

19. This Contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This Contract may be amended by a subsequent written arrangement between you and the

Kotak Mahindra Life Insurance Company Limited
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CIN: U66030MH2000PLC128503

Registered Office:

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Flot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infiniti, Bldg. No. 21,
Infiniti Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

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Koi hai... *Shamesha*





Company.

20. On completion of your contract, you will hand over the charge to your immediate superior.

21. If you are suspended for any misconduct reported against you at any time pending inquiry and orders in your matter, you will not be entitled to any remuneration during the period of such suspension.

22. At the end of the Contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance.

Yours faithfully,
For Kotak Mahindra Life Insurance Company Ltd

JM Prasad
Group Head - Human Resources (Insurance)

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

Name



Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor,
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Mumbai - 400 097, India.

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Koi hai... hamesha

Name	Name : Harshita Jayanand Naik	
Grade	Graduate Trainee	
State	Maharashtra	
With effect from	20 th May 2019	
Components		
	Per Month	Per Annum
Basic Salary	6,500	78,000
House Rent Allowance	325	3,900
Professional Allowance	5,365	34,380
Bonus	1,400	16,800
Contribution to Provident Fund		9,360
Gross Remuneration	13,590	172,440
Notional provision for gratuity		NA
ESIC		7,560
Total Annual Cost-to-Company		180,000
*Company contribution towards PF is 12%		
Prepared By : Kotak Mahindra Life Insurance		
Date : 20 th May, 2019		

Notes :

1. Your designation and the distribution of the overall CTC amount into different components will be governed by the designation / compensation structures in force at the relevant time. Accordingly, all individual payments including the Basic Salary are liable for modification from time to time. Shortfall, if any, in respect of all statutory payments will be liable for adjustment against the Gross Compensation and Company will not have any additional liability on this count. Depending on the compensation structure and your location of posting at the relevant time, you may not be eligible for this payment altogether. As per rules currently in force, you will also contribute an amount equal to the Company's contribution into Provident Fund.

Kotak Mahindra Life Insurance Company Limited
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CIN: L66030MH2000PLC1289Q3
Registered Office:
2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051

Corporate Office:
7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India

T +91 22 66057777
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<http://insurance.kotak.com>

J. Pan
Koi hai... hamesha





2. All payments listed above as reimbursements (if any) need supporting documentation. If the reimbursement forms are received before 15th of the month, it will be included in the same month's payroll, otherwise in the subsequent payroll month.

3. Any kind of tax incidence on any of the items listed above, including Fringe Benefits Tax, will have to be borne by the employee. The Income Stabilizer Allowance (wherever applicable) has therefore been introduced to even out the recovery for this deduction, so that a major tax deduction does not happen in January / February thereby upsetting your monthly income.

4. A 'notional' provision has been indicated above forming part of the CTC amount, providing for payment of gratuity to you in future. The quantum of this 'notional provision' is subject to suitable adjustments as per the provisions of the gratuity scheme when a scheme is formally introduced in the Company. Any payment to you on this count will be applicable when you fulfil all the relevant eligibility criteria.

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Registered Office:

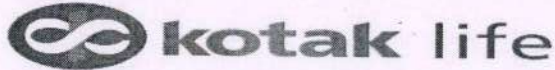
2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infini, Bldg. No. 21,
Infini Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

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Koi hai... hamesha



Dear Noel Mascarenhas,

Welcome to Kotak Life Family. I congratulate you for joining us in our exciting journey of building India's best life insurance company.

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At Kotak Life we lay emphasis on living a value driven winning culture. As you embark on a new journey with us, let me introduce you to PACIFIC- an acronym that defines our core values.



Recognized as having the highest professional standards. Our employees and advisors will possess superior knowledge & skill, for the benefit of our customers. We will strive for best of class processes and superior quality of execution in whatever we set out to achieve.



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Customers depend on us to be there in the future to meet promises. We will achieve by efficient cost management, uncompromised claim payments and superior investment management.



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We strive to satisfy our customers by providing quality products, services, advice sustainable value, and ensure our customers receive excellent solutions to meet their needs.



Employees will determine our future success. We will treat everyone with dignity. We will invest in the development of our human resources and reward superior performance.

My best wishes for scaling greater heights in your career with PACIFIC guiding you along the way! Regards,

G Murlidhar - Managing Director



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Mumbai - 400 097, India.

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<http://insurance.kotak.com>

Koi hai... hamesha



Employee Name : Noel Mascarenhas,

Employee Address : 202/a wing, rita apartments, Kolivery village, Kalina Santacruz east
Mumbai 400098

CONTRACT FOR SPECIAL SERVICES

This Contract for Special Services ("Contract") to be rendered has been drawn up between **Kotak Mahindra Life Insurance Company Ltd.** (formerly known as Kotak Mahindra Old Mutual life Insurance Limited), (hereinafter referred to as "the Company") & **Noel Mascarenhas**, ("Employee" or "You") and sets out the terms and conditions under which the Company has offered and You have agreed to accept the terms of this contract to render your services to the Company at **Kotak Towers, Building No. 21, Infinity Park, Off Western Express Highway, Goregaon Mulund Link Road, Malad (E), Mumbai, Head Office-400097** or at such other location as the Company may inform. In the course of performance of your Contract you may also be required to oversee the performance of other employees or vendors of the Company.

1. This Contract shall commence from **20th May, 2019**, and shall be for a fixed period of 1 Year from the date of commencement. This Contract will terminate on **19th May, 2020**, unless otherwise terminated earlier according to the provisions of this Contract. Notwithstanding anything to the contrary contained herein above, it is expressly agreed and understood that this Contract of service is for a fixed period of 1 Year and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.
2. The details of your remuneration are enumerated in Annexure A, enclosed. Details of the remuneration are strictly confidential between you and the Company. The details are not liable for disclosure by you to any third party, without the Company's formal prior written consent. You will not be entitled to claim any other Privileges / Benefits including but not limited to bonus which may be paid to other employees of the Company.
3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises and the same shall be subject to exigencies of work.
4. You shall, throughout the tenure of the Contract, act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the Company.
5. You may be required to work on shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you shall be entitled to 21 days of leaves as per the Company policy. This shall be in addition to the leave on all Sundays and all holidays as applicable to the Company.
6. This Contract is subject to your providing all documents required by the Company. You hereby, represent that on your entering into this Contract there are no obligations/actions pending against you which may prejudice your performance of this Contract. It is expressly

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CIN: U66030MH2000PLC128503

Registered Office:

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Mumbai - 400 051.

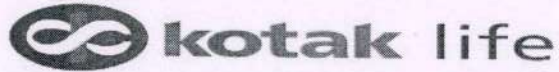
Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
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Mumbai - 400 097, India.

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Koi hai... hamesha





agreed and understood that your Contract is liable to be revoked/terminated if it is found at any time during the tenure of your Contract that any of the representative information furnished by you to the Company at the time of your commencement of Contract is found to be incorrect or false.

7. If You are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then You shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by the "Code of Conduct" stipulated by the Company and rules as made applicable by the Company from time to time.

9. You shall not at any time during the tenure of this Contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by You in the course of your service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

- a) Trade on your own account by pledging the credit of the Company;
- b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;
- c) Enter into any commitment, dealing or obligation on behalf of the Company.

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

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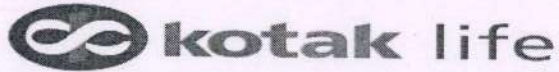
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Mumbai - 400 097, India.

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13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, inter alia, the Employee Code of Conduct and Information Security Policy.

14. You shall not, without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or Brochure or article concerning any matter, which relates to any activity of the Company.

15. This Contract can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Non-adherence or breach of Code of Conduct prescribed by the Company from time-to-time for its employees.

b) Any act, which, in the opinion of the management of the Company, is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

d) Unauthorized absence from work, or failure to resume your duties on expiry of the leave duly authorized by the Company.

16. Subject to the right of the Company to terminate this Contract in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 (One) Months' prior written notice to the other.

17. If any term or provision of this Contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This Contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

19. This Contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment.

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: L66030MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

J. Pan

Koi hai... hamesha





This Contract may be amended by a subsequent written arrangement between you and the Company.

20. On completion of your contract, you will hand over the charge to your immediate superior.
21. If you are suspended for any misconduct reported against you at any time pending inquiry and orders in your matter, you will not be entitled to any remuneration during the period of such suspension.
22. At the end of the Contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance.

Yours faithfully,
For Kotak Mahindra Life Insurance Company Ltd

JM Prasad
Group Head - Human Resources (Insurance)

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

Name



Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U68030MH2000PLC128503

Registered Office:

2nd Floor,
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Mumbai - 400 051.

Corporate Office:

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Annexure A

Name	Name : Noel Mascarenhas	
Grade	Graduate Trainee	
State	Maharashtra	
With effect from	20 th May 2019	
Components		
	Per Month	Per Annum
Basic Salary	6,500	78,000
House Rent Allowance	325	3,900
Professional Allowance	5,365	34,380
Bonus	1,400	16,800
Contribution to Provident Fund		9,360
Gross Remuneration	13,590	172,440
Notional provision for gratuity		NA
ESIC		7,560
Total Annual Cost-to-Company		180,000
*Company contribution towards PF is 12%		
Prepared By : Kotak Mahindra Life Insurance		
Date : 20 th May, 2019		

Notes :

1. Your designation and the distribution of the overall CTC amount into different components will be governed by the designation / compensation structures in force at the relevant time. Accordingly, all individual payments including the Basic Salary are liable for modification from time to time. Shortfall, if any, in respect of all statutory payments will be liable for adjustment against the Gross Compensation and Company will not have any additional liability on this count. Depending on the compensation structure and your location of posting at the relevant time, you may not be eligible for this payment altogether. As per rules currently in force, you will also contribute an amount equal to the Company's contribution into Provident Fund.

Kotak Mahindra Life Insurance Company Limited
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Mumbai - 400 051.

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Mumbai - 400 097, India.

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2. All payments listed above as reimbursements (if any) need supporting documentation. If the reimbursement forms are received before 15th of the month, it will be included in the same month's payroll, otherwise in the subsequent payroll month.
3. Any kind of tax incidence on any of the items listed above, including Fringe Benefits Tax, will have to be borne by the employee. The Income Stabilizer Allowance (wherever applicable) has therefore been introduced to even out the recovery for this deduction, so that a major tax deduction does not happen in January / February thereby upsetting your monthly income.
4. A 'notional' provision has been indicated above forming part of the CTC amount, providing for payment of gratuity to you in future. The quantum of this 'notional provision' is subject to suitable adjustments as per the provisions of the gratuity scheme when a scheme is formally introduced in the Company. Any payment to you on this count will be applicable when you fulfil all the relevant eligibility criteria.
5. You will be governed by the specific provisions and the administrative practices under different schemes / payments. Schemes of loans / deposits are liable for modification. Repayment of the loans / deposits along with the interest rates at the applicable rates shall be as per policies in force.
6. All other terms and conditions of your employment would be as per the existing policies of the Company in force time to time. 7. Details of the compensation package are strictly confidential between you and the Company; and are not liable for disclosure to any third party without the Company's formal consent.



Kotak Mahindra Life Insurance Company Limited
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CIN: U66030MH2000PLC128503

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Mumbai - 400 051.

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Mumbai - 400 097, India.

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F +91 22 67425649 / 50
<http://insurance.kotak.com>

Koi hai... hamesha



Dear Nupur Ravindra Patil,

Welcome to Kotak Life Family. I congratulate you for joining us in our exciting journey of building India's best life insurance company.

We take pride in being the only 100% Indian company among the top ranking Indian life insurance organizations.

At Kotak Life we lay emphasis on living a value driven winning culture. As you embark on a new journey with us, let me introduce you to PACIFIC- an acronym that defines our core values.



Recognized as having the highest professional standards. Our employees and advisors will possess superior knowledge & skill, for the benefit of our customers. We will strive for best of class processes and superior quality of execution in whatever we set out to achieve.



We consistently strive for improvement by seeking feedback and adopting best practices. Every achievement becomes a milestone for the next level of performance.



Customers depend on us to be there in the future to meet promises. We will achieve by efficient cost management, uncompromised claim payments and superior investment management.



Our dealings are characterized by the highest levels of trust, honesty and fairness.



We create an environment that encourages all employees to innovate, experiment and try out new things without fear of failure.



We strive to satisfy our customers by providing quality products, services, advice sustainable value, and ensure our customers receive excellent solutions to meet their needs.



Employees will determine our future success. We will treat everyone with dignity. We will invest in the development of our human resources and reward superior performance.

My best wishes for scaling greater heights in your career with PACIFIC guiding you along the way! Regards,

G Murlidhar - Managing Director



Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CR#: U66030MH2000PLC128503

Registered Office:
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Mumbai - 400 051.

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Mumbai - 400 097, India.

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Employee Name : Nupur Ravindra Patil,

Employee Address : 1, Ramakant Apt, Gulmohar Vihar, MIDC Pipeline Road Satpur, Nashik: 422007

CONTRACT FOR SPECIAL SERVICES

This Contract for Special Services ("Contract") to be rendered has been drawn up between **Kotak Mahindra Life Insurance Company Ltd.** (formerly known as Kotak Mahindra Old Mutual life Insurance Limited), (hereinafter referred to as "the Company") & **Nupur Ravindra Patil**, ("Employee" or "You") and sets out the terms and conditions under which the Company has offered and You have agreed to accept the terms of this contract to render your services to the Company at **Kotak Towers, Building No. 21, Infinity Park, Off Western Express Highway, Goregaon Mulund Link Road, Malad (E), Mumbai, Head Office-400097** or at such other location as the Company may inform. In the course of performance of your Contract you may also be required to oversee the performance of other employees or vendors of the Company.

1. This Contract shall commence from **20th May, 2019**, and shall be for a fixed period of 1 Year from the date of commencement. This Contract will terminate on **19th May, 2020**, unless otherwise terminated earlier according to the provisions of this Contract. Notwithstanding anything to the contrary contained herein above, it is expressly agreed and understood that this Contract of service is for a fixed period of 1 Year and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.

2. The details of your remuneration are enumerated in Annexure A, enclosed. Details of the remuneration are strictly confidential between you and the Company. The details are not liable for disclosure by you to any third party, without the Company's formal prior written consent. You will not be entitled to claim any other Privileges / Benefits including but not limited to bonus which may be paid to other employees of the Company.

3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises and the same shall be subject to exigencies of work.

4. You shall, throughout the tenure of the Contract, act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the Company.

5. You may be required to work on shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you shall be entitled to 21 days of leaves as per the Company policy. This shall be in addition to the leave on all Sundays and all holidays as applicable to the Company.

6. This Contract is subject to your providing all documents required by the Company. You hereby, represent that on your entering into this Contract there are no obligations/actions pending against you which may prejudice your performance of this Contract. It is expressly agreed and understood that your Contract is liable to be revoked/terminated if it is found at any time during the tenure of your Contract that any of the representative information

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2006PLC128503

Registered Office:

2nd Floor,
Plot # C- 12,
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Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
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General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

J. Patil

Koi hai... hamko





furnished by you to the Company at the time of your commencement of Contract is found to be incorrect or false.

7. If You are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then You shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by the "Code of Conduct" stipulated by the Company and rules as made applicable by the Company from time to time.

9. You shall not at any time during the tenure of this Contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by You in the course of your service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

- a) Trade on your own account by pledging the credit of the Company;
- b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;
- c) Enter into any commitment, dealing or obligation on behalf of the Company.

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, inter alia, the Employee Code of Conduct and Information Security Policy.

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66230MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051

Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 027, India.

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14. You shall not, without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or Brochure or article concerning any matter, which relates to any activity of the Company.

15. This Contract can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Non-adherence or breach of Code of Conduct prescribed by the Company from time-to-time for its employees.

b) Any act, which, in the opinion of the management of the Company, is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

d) Unauthorized absence from work, or failure to resume your duties on expiry of the leave duly authorized by the Company.

16. Subject to the right of the Company to terminate this Contract in accordance with clause

15, it may be terminated either by the Company or yourself by giving 1 (One) Months' prior written notice to the other.

17. If any term or provision of this Contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This Contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

19. This Contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment. This Contract may be amended by a subsequent written arrangement between you and the Company.

Kotak Mahindra Life Insurance Company Limited
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CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor,
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Mumbai - 400 051.

Corporate Office:

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General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>





20. On completion of your contract, you will hand over the charge to your immediate superior.
21. If you are suspended for any misconduct reported against you at any time pending inquiry and orders in your matter, you will not be entitled to any remuneration during the period of such suspension.
22. At the end of the Contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance.

Yours faithfully,
For Kotak Mahindra Life Insurance Company Ltd

JM Prasad
Group Head - Human Resources (Insurance)

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

Name



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CIN: U66030MH2000PLC128503

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Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

Koi hai... hamesha

Name	Name: Nupur Ravindra Patil	
Grade	Graduate Trainee	
State	Maharashtra	
With effect from	20 th May 2019	
Components	Per Month	Per Annum
Basic Salary	6,500	78,000
House Rent Allowance	325	3,900
Professional Allowance	5,365	34,380
Bonus	1,400	16,800
Contribution to Provident Fund		9,360
Gross Remuneration	13,590	172,440
Notional provision for gratuity		NA
ESIC		7,560
Total Annual Cost-to-Company		180,000
*Company contribution towards PF is 12%		
Prepared By : Kotak Mahindra Life Insurance		
Date : 20 th May, 2019		

Notes :

1. Your designation and the distribution of the overall CTC amount into different components will be governed by the designation / compensation structures in force at the relevant time. Accordingly, all individual payments including the Basic Salary are liable for modification from time to time. Shortfall, if any, in respect of all statutory payments will be liable for adjustment against the Gross Compensation and Company will not have any additional liability on this count. Depending on the compensation structure and your location of posting at the relevant time, you may not be eligible for this payment altogether. As per rules currently in force, you will also contribute an amount equal to the Company's contribution into Provident Fund.

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2. All payments listed above as reimbursements (if any) need supporting documentation. If the reimbursement forms are received before 15th of the month, it will be included in the same month's payroll, otherwise in the subsequent payroll month.
3. Any kind of tax incidence on any of the items listed above, including Fringe Benefits Tax, will have to be borne by the employee. The Income Stabilizer Allowance (wherever applicable) has therefore been introduced to even out the recovery for this deduction, so that a major tax deduction does not happen in January / February thereby upsetting your monthly income.
4. A 'notional' provision has been indicated above forming part of the CTC amount, providing for payment of gratuity to you in future. The quantum of this 'notional provision' is subject to suitable adjustments as per the provisions of the gratuity scheme when a scheme is formally introduced in the Company. Any payment to you on this count will be applicable when you fulfil all the relevant eligibility criteria.
5. You will be governed by the specific provisions and the administrative practices under different schemes / payments. Schemes of loans / deposits are liable for modification. Repayment of the loans / deposits along with the interest rates at the applicable rates shall be as per policies in force.
6. All other terms and conditions of your employment would be as per the existing policies of the Company in force time to time. 7. Details of the compensation package are strictly confidential between you and the Company; and are not liable for disclosure to any third party without the Company's formal consent.

J. Pan



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Mumbai - 400 051.

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Mumbai - 400 097, India.

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<http://insurance.kotak.com>

Koi hai... hamesha



Dear Pooja Sachianand Tiwari,

Welcome to Kotak Life Family. I congratulate you for joining us in our exciting journey of building India's best life insurance company.

We take pride in being the only 100% Indian company among the top ranking Indian life insurance organizations.

At Kotak Life we lay emphasis on living a value driven winning culture. As you embark on a new journey with us, let me introduce you to PACIFIC- an acronym that defines our core values.



Recognized as having the highest professional standards. Our employees and advisors will possess superior knowledge & skill, for the benefit of our customers. We will strive for best of class processes and superior quality of execution in whatever we set out to achieve.



We consistently strive for improvement by seeking feedback and adopting best practices. Every achievement becomes a milestone for the next level of performance.



Customers depend on us to be there in the future to meet promises. We will achieve by efficient cost management, uncompromised claim payments and superior investment management.



Our dealings are characterized by the highest levels of trust, honesty and fairness.



We create an environment that encourages all employees to innovate, experiment and try out new things without fear of failure.



We strive to satisfy our customers by providing quality products, services, advice sustainable value, and ensure our customers receive excellent solutions to meet their needs.



Employees will determine our future success. We will treat everyone with dignity. We will invest in the development of our human resources and reward superior performance.

My best wishes for scaling greater heights in your career with PACIFIC guiding you along the way! Regards,

G Murlidhar - Managing Director



Kotak Mahindra Life Insurance Company Limited
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Registered Office:
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Mumbai - 400 097, India.

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Employee Name : Pooja Sachianand Tiwari

Employee Address : H/2 Subhadrabi Chawl, block no.3, s.v. road, next to sani gurujischool, santacruz (west), Mumbai - 400054

CONTRACT FOR SPECIAL SERVICES

This Contract for Special Services ("Contract") to be rendered has been drawn up between **Kotak Mahindra Life Insurance Company Ltd.** (formerly known as Kotak Mahindra Old Mutual life Insurance Limited), (hereinafter referred to as "the Company") & Pooja Sachianand Tiwari ("Employee" or "You") and sets out the terms and conditions under which the Company has offered and You have agreed to accept the terms of this contract to render your services to the Company at **Kotak Towers, Building No. 21, Infinity Park, Off Western Express Highway, Goregaon Mulund Link Road, Malad (E), Mumbai, Head Office-400097** or at such other location as the Company may inform. In the course of performance of your Contract you may also be required to oversee the performance of other employees or vendors of the Company.

1. This Contract shall commence from **20th May, 2019**, and shall be for a fixed period of 1 Year from the date of commencement. This Contract will terminate on **19th May, 2020**, unless otherwise terminated earlier according to the provisions of this Contract. Notwithstanding anything to the contrary contained herein above, it is expressly agreed and understood that this Contract of service is for a fixed period of 1 Year and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.
2. The details of your remuneration are enumerated in Annexure A, enclosed. Details of the remuneration are strictly confidential between you and the Company. The details are not liable for disclosure by you to any third party, without the Company's formal prior written consent. You will not be entitled to claim any other Privileges / Benefits including but not limited to bonus which may be paid to other employees of the Company.
3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises and the same shall be subject to exigencies of work.
4. You shall, throughout the tenure of the Contract, act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the Company.
5. You may be required to work on shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you shall be entitled to 21 days of leaves as per the Company policy. This shall be in addition to the leave on all Sundays and all holidays as applicable to the Company.
6. This Contract is subject to your providing all documents required by the Company. You hereby, represent that on your entering into this Contract there are no obligations/actions pending against you which may prejudice your performance of this Contract. It is expressly

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503

Registered Office:

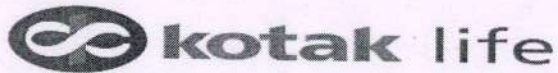
2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

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agreed and understood that your Contract is liable to be revoked/terminated if it is found at any time during the tenure of your Contract that any of the representative information furnished by you to the Company at the time of your commencement of Contract is found to be incorrect or false.

7. If You are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then You shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by the "Code of Conduct" stipulated by the Company and rules as made applicable by the Company from time to time.

9. You shall not at any time during the tenure of this Contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by You in the course of your service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

a) Trade on your own account by pledging the credit of the Company;

b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;

c) Enter into any commitment, dealing or obligation on behalf of the Company.

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T: +91 22 66057777
F: +91 22 67425649 / 50
<http://insurance.kotak.com>

S. Pan



Koi hai... *S. Pan*



13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, inter alia, the Employee Code of Conduct and Information Security Policy.

14. You shall not, without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or Brochure or article concerning any matter, which relates to any activity of the Company.

15. This Contract can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Non-adherence or breach of Code of Conduct prescribed by the Company from time-to-time for its employees.

b) Any act, which, in the opinion of the management of the Company, is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

d) Unauthorized absence from work, or failure to resume your duties on expiry of the leave duly authorized by the Company.

16. Subject to the right of the Company to terminate this Contract in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 (One) Months' prior written notice to the other.

17. If any term or provision of this Contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This Contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

19. This Contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment.

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66930MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425648 / 50
<http://insurance.kotak.com>

J. Law

Koi hai... bamesha





This Contract may be amended by a subsequent written arrangement between you and the Company.

20. On completion of your contract, you will hand over the charge to your immediate superior.

21. If you are suspended for any misconduct reported against you at any time pending inquiry and orders in your matter, you will not be entitled to any remuneration during the period of such suspension.

22. At the end of the Contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance.

Yours faithfully,
For Kotak Mahindra Life Insurance Company Ltd

JM Prasad
Group Head - Human Resources (Insurance)

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

Name



Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C-12,
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Mumbai - 400 051.

Corporate Office:

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Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

Koi hai... hamesha

Name	Name : Pooja Sachianand Tiwari	
Grade	Graduate Trainee	
State	Maharashtra	
With effect from	20 th May 2019	
Components		
	Per Month	Per Annum
Basic Salary	6,500	78,000
House Rent Allowance	325	3,900
Professional Allowance	5,365	34,380
Bonus	1,400	16,800
Contribution to Provident Fund		9,360
Gross Remuneration	13,590	172,440
Notional provision for gratuity		NA
ESIC		7,560
Total Annual Cost-to-Company		180,000
*Company contribution towards PF is 12%		
Prepared By : Kotak Mahindra Life Insurance		
Date : 20 th May, 2019		



Notes :

1. Your designation and the distribution of the overall CTC amount into different components will be governed by the designation / compensation structures in force at the relevant time. Accordingly, all individual payments including the Basic Salary are liable for modification from time to time. Shortfall, if any, in respect of all statutory payments will be liable for adjustment against the Gross Compensation and Company will not have any additional liability on this count. Depending on the compensation structure and your location of posting at the relevant time, you may not be eligible for this payment altogether. As per rules currently in force, you will also contribute an amount equal to the Company's contribution into Provident Fund.

Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: UE6030MH2000PLC128503

Registered Office:

2nd Floor,
Plot # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinit, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

Koi hai... hamesha



2. All payments listed above as reimbursements (if any) need supporting documentation. If the reimbursement forms are received before 15th of the month, it will be included in the same month's payroll, otherwise in the subsequent payroll month.
3. Any kind of tax incidence on any of the items listed above, including Fringe Benefits Tax, will have to be borne by the employee. The Income Stabilizer Allowance (wherever applicable) has therefore been introduced to even out the recovery for this deduction, so that a major tax deduction does not happen in January / February thereby upsetting your monthly income.
4. A 'notional' provision has been indicated above forming part of the CTC amount, providing for payment of gratuity to you in future. The quantum of this 'notional provision' is subject to suitable adjustments as per the provisions of the gratuity scheme when a scheme is formally introduced in the Company. Any payment to you on this count will be applicable when you fulfil all the relevant eligibility criteria.
5. You will be governed by the specific provisions and the administrative practices under different schemes / payments. Schemes of loans / deposits are liable for modification. Repayment of the loans / deposits along with the interest rates at the applicable rates shall be as per policies in force.
6. All other terms and conditions of your employment would be as per the existing policies of the Company in force time to time. 7. Details of the compensation package are strictly confidential between you and the Company; and are not liable for disclosure to any third party without the Company's formal consent.

J. Pan



Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: L16603GMH2000PLC128503

Registered Office:

2nd Floor,
Plot # C - 12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

7th Floor, Kotak Infinity, Bldg. No. 21,
Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

Koi hai... hamesha



Dear Pradya Kishor More,

Welcome to Kotak Life Family. I congratulate you for joining us in our exciting journey of building India's best life insurance company.

We take pride in being the only 100% Indian company among the top ranking Indian life insurance organizations.

At Kotak Life we lay emphasis on living a value driven winning culture. As you embark on a new journey with us, let me introduce you to PACIFIC- an acronym that defines our core values.



Recognized as having the highest professional standards. Our employees and advisors will possess superior knowledge & skill, for the benefit of our customers. We will strive for best of class processes and superior quality of execution in whatever we set out to achieve.



We consistently strive for improvement by seeking feedback and adopting best practices. Every achievement becomes a milestone for the next level of performance.



Customers depend on us to be there in the future to meet promises. We will achieve by efficient cost management, uncompromised claim payments and superior investment management.



Our dealings are characterized by the highest levels of trust, honesty and fairness.



We create an environment that encourages all employees to innovate, experiment and try out new things without fear of failure.



We strive to satisfy our customers by providing quality products, services, advice sustainable value, and ensure our customers receive excellent solutions to meet their needs.



Employees will determine our future success. We will treat everyone with dignity. We will invest in the development of our human resources and reward superior performance.

My best wishes for scaling greater heights in your career with PACIFIC guiding you along the way! Regards,

G Murlidhar - Managing Director



Kotak Mahindra Life Insurance Company Limited
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CIN: U66030MH2000PLC128503

Registered Office:
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Mumbai - 400 051.

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Mumbai - 400 097, India.

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<http://insurance.kotak.com>

Koi hai... hamesha



Employee Name : Pradyna Kishor More,

Employee Address : 10, Aakhade Chawl, Bazar Lane, Behind Dhanda Chowky Khar Dhanda, Khar West, Mumbai 400052

CONTRACT FOR SPECIAL SERVICES

This Contract for Special Services ("Contract") to be rendered has been drawn up between **Kotak Mahindra Life Insurance Company Ltd.** (formerly known as Kotak Mahindra Old Mutual life Insurance Limited), (hereinafter referred to as "the Company") & **Pradyna Kishor More**, ("Employee" or "You") and sets out the terms and conditions under which the Company has offered and You have agreed to accept the terms of this contract to render your services to the Company at **Kotak Towers, Building No. 21, Infinity Park, Off Western Express Highway, Goregaon Mulund Link Road, Malad (E), Mumbai, Head Office-400097** or at such other location as the Company may inform. In the course of performance of your Contract you may also be required to oversee the performance of other employees or vendors of the Company.

1. This Contract shall commence from **20th May, 2019**, and shall be for a fixed period of 1 Year from the date of commencement. This Contract will terminate on **19th May, 2020**, unless otherwise terminated earlier according to the provisions of this Contract. Notwithstanding anything to the contrary contained herein above, it is expressly agreed and understood that this Contract of service is for a fixed period of 1 Year and on the expiry of the aforesaid period this arrangement shall automatically come to an end without any further notice to you.

2. The details of your remuneration are enumerated in Annexure A, enclosed. Details of the remuneration are strictly confidential between you and the Company. The details are not liable for disclosure by you to any third party, without the Company's formal prior written consent. You will not be entitled to claim any other Privileges / Benefits including but not limited to bonus which may be paid to other employees of the Company.

3. You shall perform/participate in such activities as may be assigned to you by your employer from time to time. The reporting time, lunch/tea break, etc. will be informed to you at the office premises and the same shall be subject to exigencies of work.

4. You shall, throughout the tenure of the Contract, act in the best interests of the Company and you shall not do or cause to do any act or engage in activities which would prejudice and/or result in conflict with the interests of the Company.

5. You may be required to work on shifts, the timings for which may be altered from time to time as per the discretion of the Company. During the tenure of your contract you shall be entitled to 21 days of leaves as per the Company policy. This shall be in addition to the leave on all Sundays and all holidays as applicable to the Company.

6. This Contract is subject to your providing all documents required by the Company. You hereby, represent that on your entering into this Contract there are no obligations/actions pending against you which may prejudice your performance of this Contract. It is expressly

Kotak Mahindra Life Insurance Company Limited
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Mumbai - 400 051.

Corporate Office:
7th Floor, Kotak Infinity, Bldg. No. 71,
Infinity Park, Off W. E. Highway,
General Ah. Vardya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 4912 2222
F +91 22 4912 2222
<http://irs.kotaklife.com>



hai... hamesha



agreed and understood that your Contract is liable to be revoked/terminated if it is found at any time during the tenure of your Contract that any of the representative information furnished by you to the Company at the time of your commencement of Contract is found to be incorrect or false.

7. If You are at any time prevented by ill-health, accident or other urgent necessity from attending office or performing your duties, then You shall bring this to the notice of the Company as soon as possible and furnish the Company all the information relating thereto as it may reasonably require.

8. You shall faithfully observe all the rules and regulations of the Company and comply with all reasonable orders of the superiors and attend to duties punctually at such place or places, as may be required by the Company. You shall also abide by the "Code of Conduct" stipulated by the Company and rules as made applicable by the Company from time to time.

9. You shall not at any time during the tenure of this Contract or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company processes, operations, procedures, transactions or not, acquired by You in the course of your service rendered concerning the business or affair of the Company or its associates or clients and which are confidential and in the nature of a trade secret or secret in other respects the disclosure of which will cause harm/damage to the Company, its associates or clients.

In line with the Insider Trading Regulations of the securities and Exchange Board of India Act of 1992, as modified from time to time, you shall not deal in securities of a firm listed in the stock exchanges, when in possession of any unpublished price sensitive information or communicate such information to any unpublished price sensitive information or communicate such information to any person except as required in the normal course of work, or under any law; or counsel any person to deal in securities on the basis of such information.

10. You are not authorized to and must not at any time:

- a) Trade on your own account by pledging the credit of the Company;
- b) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risk which are beyond its Financial capacity to bear;
- c) Enter into any commitment, dealing or obligation on behalf of the Company.

11. You shall not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.

12. You shall inform the Company without delay of any act of dishonesty, fraud or cheating or any damage to the Company's property that you may come to know of whether the same is under contemplation or is taking place or has already taken place.

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Mumbai - 400 051.

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Mumbai - 400 097, India.

+91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>



Kotak... hamesha



13. You will abide by all the relevant policies of the Company that are in force from time to time. This includes, inter alia, the Employee Code of Conduct and Information Security Policy.

14. You shall not, without prior consent of the Company in writing, which will not be unreasonably withheld, publish any book or Brochure or article concerning any matter, which relates to any activity of the Company.

15. This Contract can be terminated by the Company, without any notice or payment of any kind in lieu of notice, in the following cases:

a) Any incorrect information furnished by you or on suppression of any material information.

b) Non-adherence or breach of Code of Conduct prescribed by the Company from time-to-time for its employees.

b) Any act, which, in the opinion of the management of the Company, is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained in this agreement or a violation on your part of any of the Company's rules.

c) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.

d) Unauthorized absence from work, or failure to resume your duties on expiry of the leave duly authorized by the Company.

16. Subject to the right of the Company to terminate this Contract in accordance with clause 15, it may be terminated either by the Company or yourself by giving 1 (One) Months' prior written notice to the other.

17. If any term or provision of this Contract or any application thereof shall be declared or held invalid, illegal or unenforceable, in whole or in part, whether generally or in any particular jurisdiction, such provision shall be deemed amended to the extent, but only to the extent to cure such invalidity, illegality or unenforceability, and the validity, legality or enforceability, of the remaining provisions, both generally and in every other jurisdiction, shall not in any way be affected or impaired thereby.

18. This Contract shall be governed by, and construed in accordance with, the laws of the Republic of India and courts at Mumbai.

19. This Contract constitutes the entire understanding between you and the Company relating to the contract of services by the Company and supersedes and cancels all prior written and oral agreements and understandings with respect to the subject matter of this appointment.

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CIN: U66030MH2000PLC128503

Registered Office:

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Mumbai - 400 051.

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General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T: 91 22 66857777

F: 491 22 67425649

<http://insurance.kotak.com>



hamesha



This Contract may be amended by a subsequent written arrangement between you and the Company.

20. On completion of your contract, you will hand over the charge to your immediate superior.

21. If you are suspended for any misconduct reported against you at any time pending inquiry and orders in your matter, you will not be entitled to any remuneration during the period of such suspension.

22. At the end of the Contract mentioned above, you shall not make any claim of employment or any other monetary claim against the management/Company and you shall not be deemed to be an employee of the Company at any time.

In case the above terms and conditions are acceptable to you, please sign in the space provided below in token of your acceptance.

Yours faithfully,
For Kotak Mahindra Life Insurance Company Ltd

JM Prasad
Group Head - Human Resources (Insurance)

The above terms and conditions have been explained to me and understood by me. The same are acceptable to me and I am signing herein below in token of acceptance of the terms and conditions.

Name



Kotak Mahindra Life Insurance Company Limited
(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

CIN: U66030MH2000PLC128503
Registered Office:
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Mumbai - 400 051.

Corporate Office:
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Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>

Koi hai... hamesha

Name	Name : Pradyna Kishor More ,	
Grade	Graduate Trainee	
State	Maharashtra	
With effect from	20 th May 2019	
Components		
	Per Month	Per Annum
Basic Salary	6,500	78,000
House Rent Allowance	325	3,900
Professional Allowance	5,365	34,380
Bonus	1,400	16,800
Contribution to Provident Fund		9,360
Gross Remuneration	13,590	172,440
Notional provision for gratuity		NA
ESIC		7,560
Total Annual Cost-to-Company		180,000
*Company contribution towards PF is 12%		
Prepared By : Kotak Mahindra Life Insurance		
Date : 20 th May, 2019		

Notes :

1. Your designation and the distribution of the overall CTC amount into different components will be governed by the designation / compensation structures in force at the relevant time. Accordingly, all individual payments including the Basic Salary are liable for modification from time to time. Shortfall, if any, in respect of all statutory payments will be liable for adjustment against the Gross Compensation and Company will not have any additional liability on this count. Depending on the compensation structure and your location of posting at the relevant time, you may not be eligible for this payment altogether. As per rules currently in force, you will also contribute an amount equal to the Company's contribution into Provident Fund.

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(Formerly known as Kotak Mahindra Old Mutual Life Insurance Limited)

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Mumbai - 400 051.

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Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425649 / 50
<http://insurance.kotak.com>



Kotak... hamesha



2. All payments listed above as reimbursements (if any) need supporting documentation. If the reimbursement forms are received before 15th of the month, it will be included in the same month's payroll, otherwise in the subsequent payroll month.
3. Any kind of tax incidence on any of the items listed above, including Fringe Benefits Tax, will have to be borne by the employee. The Income Stabilizer Allowance (wherever applicable) has therefore been introduced to even out the recovery for this deduction, so that a major tax deduction does not happen in January / February thereby upsetting your monthly income.
4. A 'notional' provision has been indicated above forming part of the CTC amount, providing for payment of gratuity to you in future. The quantum of this 'notional provision' is subject to suitable adjustments as per the provisions of the gratuity scheme when a scheme is formally introduced in the Company. Any payment to you on this count will be applicable when you fulfil all the relevant eligibility criteria.
5. You will be governed by the specific provisions and the administrative practices under different schemes / payments. Schemes of loans / deposits are liable for modification. Repayment of the loans / deposits along with the interest rates at the applicable rates shall be as per policies in force.
6. All other terms and conditions of your employment would be as per the existing policies of the Company in force time to time. 7. Details of the compensation package are strictly confidential between you and the Company; and are not liable for disclosure to any third party without the Company's formal consent.



Kotak Mahindra Life Insurance Company Limited
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CIN: U66030MH2000PLC128503

Registered Office:

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Flat # C-12,
G-Block, BKC, Bandra (E),
Mumbai - 400 051.

Corporate Office:

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Infinity Park, Off W. E. Highway,
General AK Vaidya Marg, Malad (E),
Mumbai - 400 097, India.

T +91 22 66057777
F +91 22 67425639 / 50
<http://insurance.kotak.com>

Koi hai... hamesha

ELYON/HR/19/017

Place: Mumbai
Date: 11 February 19

Dear Krisha Thakker,

Welcome to Elyon!

Elyon Education is the business partner for CL Educate Ltd. (*formerly Career Launcher*) in Mumbai.

We are pleased to inform you that we would like to utilize your services on contractual basis as a Counsellor Intern from 14th February 2019.

Your monthly stipend will be Rs 8000.

Congratulations and welcome again to the team!

Best regards,

For Elyon Education

Sohna Anne Mathew
Head – Finance & HR

I accept

Krisha Thakker



ELYON/HR/19/019

Place: Mumbai
Date: 11 February 19

Ms. Rukaiya Madraswala
Room No.4, Timmot Miranda Chawl,
Opp.Pooja Enclave Building,
Old CTS Road, Kalina Market,
Kalina,
Santacruz (East),
Mumbai - 400029

Dear Rukaiya Madraswala,

We are pleased to inform you that we would like to utilize your services on contractual basis as "**Counsellor**" with effect from 2 May 2019.

We look forward to a mutually beneficial association. We wish you all the best.

Best regards,

For Elyon Education

Prasan Kamat
Director

J. Pan



LETTER OF CONTRACTUAL SERVICE

The terms and conditions of your service are as follows:

- 1) **Commencement date and tenure:** This agreement shall commence effective from 2nd May 2019 for a period of 12 months i.e. up to closing hours of 1st May 2020. Your contract is however subject to review of the period of tenure from time to time depending upon the requirement.
- 2) **Place of Work:** You will currently be placed at the Company's Office at Andheri, Mumbai. However, your services are transferable to any other office of the company or its associate anywhere within the city of Mumbai or in India.
- 3) **Work Timings:** Your work timings will be as per departments work schedule and will be subject to change as per the Department's work timings. You will be entitled to one weekly off as per the Department's work schedule.
- 4) **Reporting Duty:** You will report currently to Mr. Ketan Patel. You may be required to report to any other person on reassigning of duties or on restructuring of the organization at the discretion of the Management.
- 5) **Nature of Work:** During your tenure with Elyon Education, you will be responsible for tasks involving as "Counsellor", you will also be responsible for any other task/activity arising out of/in connection with those mentioned above under direction of your reporting head.
- 6) **Remunerations:** You will be paid Rs.15,000/- (Rupees Fifteen Thousand only) per month. In addition, there will be incentives which will be communicated to you separately.
- 7) **Deductions:** All payments on account of remuneration or otherwise, shall be subject to statutory deductions on account of taxes and levies as may be applicable from time to time.
- 8) **Reimbursements:** You are eligible for mobile reimbursements up to Rs. 550/- per month. The reimbursement would be done on the actual bill amount. You are also eligible for a First-Class Train Pass from home to office. Other reimbursements for official purpose would be as per Company Policy.
- 9) **Other Assignments:** Your assignment with us is exclusive and will require full time involvement and during the period of this contract you will not accept or pursue any other assignment elsewhere, whether conflicting or non-conflicting with the nature of business/activities of Elyon Education.
- 10) **Rules and Regulations:** You will be governed by all rules and regulations of the company concerning office procedures and discipline during the period of your tenure with us.
- 11) **Secrecy:** You will not divulge or part with, either during or after termination of your contract in the Company, particulars or details of any documents, files, notes, computer disks, recordings, print-outs, drawings, and the like (including without limitation, any materials reflecting or containing Confidential Information) all educational, training and other materials, processes, systems, security arrangements, administrative or any other organizational matters pertaining to the Company, including those materials prepared or drafted by you or which information, you may have obtained

J. Pan



whilst in the association of the Company, to any person or entity outside the Company, either by handing over documents, copies thereof, written communication or by any other medium or by word of mouth or otherwise.

- 12) **Termination of Contract:** The Management of the Company reserves the right to terminate the contract by giving notice of one month or payment for 30 days in lieu thereof. Similarly, you are at liberty to resign from the services of the Company on giving one month's notice or payment for 30 days in lieu thereof. However, on the closing hours of 1st May 2020, the arrangement shall stand terminated automatically and no notice or compensation in lieu of notice will be applicable. Notwithstanding the above clause, your contract may be terminated by the Company without any notice or payment of any kind in lieu of notice, for any act of dishonesty, disobedience, incivility, intemperance or other misconduct or neglect of duty or incompetence on your part or violation of any of the terms, conditions or stipulations contained in this agreement or of any of the Company's Rules.
- 13) **Restrictions after leaving the company:** After the termination of your employment with Elyon Education, you shall not start your own enterprise or a similar organization or join any such or similar organization, which is in direct competition with the business of Elyon Education. For six months after such termination; you shall not directly or indirectly, either on your own or in conjunction or with the aid of any other person anytime after such termination:
- Divulge to any person or entity, by word of mouth or otherwise, particulars or details of any materials, processes, systems, security arrangements, administrative or any other organizational matters pertaining to Elyon Education which may have been prepared or developed by you whilst in the employment of the company or information you may have acquired as an employee of the organization.
 - Canvass or solicit or attempt to canvass or solicit business from any of the customers or clients of Elyon Education
 - Induce or attempt to induce any person employed by Elyon Education to leave the employment of the Company. You shall be liable for any loss or damage caused to the Company due to any infringement or violation of the above terms. Elyon Education reserves the right to initiate appropriate action, for any violation of the above terms, against you and any other person aiding or abetting such violation.
- 14) **Jurisdiction:** All disputes shall be subject to the jurisdiction of the courts at Mumbai.

For Elyon Education

Prasan Kamat
Director

I accept

Rukaiya Madraswala

J. Par



ELYON/HR/19/020

Place: Mumbai
Date: 11 February 19

Ms. Sangeeta Rajesh Kadam
Shivaji Nagar, Juhu Tara Road,
K.K.G. Marg,
Santacruz (West),
Mumbai - 400049

Dear Sangeeta Rajesh Kadam,

We are pleased to inform you that we would like to utilize your services on contractual basis as "**Counsellor**" with effect from 2 May 2019.

We look forward to a mutually beneficial association. We wish you all the best.

Best regards,

For Elyon Education

Prasan Kamat
Director



LETTER OF CONTRACTUAL SERVICE

The terms and conditions of your service are as follows:

- 1) **Commencement date and tenure:** This agreement shall commence effective from 2nd May 2019 for a period of 12 months i.e. up to closing hours of 1st May 2020. Your contract is however subject to review of the period of tenure from time to time depending upon the requirement.
- 2) **Place of Work:** You will currently be placed at the Company's Office at Andheri, Mumbai. However, your services are transferable to any other office of the company or its associate anywhere within the city of Mumbai or in India.
- 3) **Work Timings:** Your work timings will be as per departments work schedule and will be subject to change as per the Department's work timings. You will be entitled to one weekly off as per the Department's work schedule.
- 4) **Reporting Duty:** You will report currently to Mr. Ketan Patel. You may be required to report to any other person on reassigning of duties or on restructuring of the organization at the discretion of the Management.
- 5) **Nature of Work:** During your tenure with Elyon Education, you will be responsible for tasks involving as "Counsellor", you will also be responsible for any other task/activity arising out of/in connection with those mentioned above under direction of your reporting head.
- 6) **Remunerations:** You will be paid Rs.15,000/- (Rupees Fifteen Thousand only) per month. In addition, there will be incentives which will be communicated to you separately.
- 7) **Deductions:** All payments on account of remuneration or otherwise, shall be subject to statutory deductions on account of taxes and levies as may be applicable from time to time.
- 8) **Reimbursements:** You are eligible for mobile reimbursements up to Rs. 550/- per month. The reimbursement would be done on the actual bill amount. You are also eligible for a First-Class Train Pass from home to office. Other reimbursements for official purpose would be as per Company Policy.
- 9) **Other Assignments:** Your assignment with us is exclusive and will require full time involvement and during the period of this contract you will not accept or pursue any other assignment elsewhere, whether conflicting or non-conflicting with the nature of business/activities of Elyon Education.
- 10) **Rules and Regulations:** You will be governed by all rules and regulations of the company concerning office procedures and discipline during the period of your tenure with us.
- 11) **Secrecy:** You will not divulge or part with, either during or after termination of your contract in the Company, particulars or details of any documents, files, notes, computer disks, recordings, print-outs, drawings, and the like (including without limitation, any materials reflecting or containing Confidential Information) all educational, training and other materials, processes, systems, security arrangements, administrative or any other organizational matters pertaining to the Company, including those materials prepared or drafted by you or which information, you may have obtained whilst in the association of the Company, to any person or entity outside the Company, either by handing over documents, copies thereof, written communication or by any other medium or by word of mouth or otherwise.



- 12) **Termination of Contract:** The Management of the Company reserves the right to terminate the contract by giving notice of one month or payment for 30 days in lieu thereof. Similarly, you are at liberty to resign from the services of the Company on giving one month's notice or payment for 30 days in lieu thereof. However, on the closing hours of 1st May 2020, the arrangement shall stand terminated automatically and no notice or compensation in lieu of notice will be applicable. Notwithstanding the above clause, your contract may be terminated by the Company without any notice or payment of any kind in lieu of notice, for any act of dishonesty, disobedience, incivility, intemperance or other misconduct or neglect of duty or incompetence on your part or violation of any of the terms, conditions or stipulations contained in this agreement or of any of the Company's Rules.
- 13) **Restrictions after leaving the company:** After the termination of your employment with Elyon Education, you shall not start your own enterprise or a similar organization or join any such or similar organization, which is in direct competition with the business of Elyon Education. For six months after such termination; you shall not directly or indirectly, either on your own or in conjunction or with the aid of any other person anytime after such termination:
- Divulge to any person or entity, by word of mouth or otherwise, particulars or details of any materials, processes, systems, security arrangements, administrative or any other organizational matters pertaining to Elyon Education which may have been prepared or developed by you whilst in the employment of the company or information you may have acquired as an employee of the organization.
 - Canvass or solicit or attempt to canvass or solicit business from any of the customers or clients of Elyon Education
 - Induce or attempt to induce any person employed by Elyon Education to leave the employment of the Company. You shall be liable for any loss or damage caused to the Company due to any infringement or violation of the above terms. Elyon Education reserves the right to initiate appropriate action, for any violation of the above terms, against you and any other person aiding or abetting such violation.
- 14) **Jurisdiction:** All disputes shall be subject to the jurisdiction of the courts at Mumbai.

For Elyon Education

Prasan Kamat
Director

I accept

Sangeeta Rajesh Kadam



Date : 10-Feb-2019

To,
Ms. ALFIYA SHAIKH,
NAGDEVI NAGAR, MILITARY CAMP, KALINA, SANTACRUZ EAST, MUMBAI 400029,
NAGDEVI NAGAR, MILITARY CAMP, KALINA, SANTACRUZ EAST, MUMBAI 400029,
MUMBAI - 400029.

Phone : 8291447205

Dear Ms. ALFIYA SHAIKH,

Subject: Appointment as PART TIME TRAINEE CREW MEMBER

We are writing with reference to your recent discussions, and are pleased in offering you appointment with Hardcastle Restaurants Private Limited as PART TIME TRAINEE CREW MEMBER on the terms and conditions set out below:

1. Your appointment with the company shall be with effect from 10-Feb-2019.
2. You will be on training for a period of three months from the date mentioned in the clause 1 above, and upon the successful completion of the training to the satisfaction of the company, the company may at its discretion offer you employment with the company as PART TIME TRAINEE CREW MEMBER. In the event the company decides to offer you employment it shall be intimated to you at the time the offer of employment is extended to you.
3. Your period of training, may be extended at the discretion of the Company, for an additional period of one month. At any time during the period of training (including any extension) or at the end of such period, if your work or conduct is not found satisfactory, your training may be terminated by the Company without notice.
4. During the period of your employment with the Company, you shall be required to report for work and perform your duties at the time and hours intimated to you by the management. In view of the nature of the work and your responsibilities, the Company shall have the right to change your work timings, as considered appropriate by the Company. The Company also reserves the right to post you at any McDonald's restaurants operated by it or its affiliated companies.



CIN : U56101MH1995PTC091422
T : +91-22-4913 5000
F : +91-22-4913 5001
E : info@mcDonaldsindia.com
W : www.mcdonaldsindia.com
www.westlife.co.in

Hardcastle Restaurants Pvt. Ltd.
Regd. Office : 1001-1002, Tower-2, 10th Floor,
Indiabulls Finance Centre,
Senapati Bapat Marg,
Ephraimstone Road,
Mumbai - 400013,
India.



5. You will be entitled to the following emoluments:

Remuneration Components	Amount (INR)
BASIC	31.25
HRA	2.34
SPECIAL ALLOWANCE	15.48
OTHER ALLOWANCE	3.18
MEAL DEDUCTION	40
RATE PER HOUR	57.25

* There will be a meal deduction of Rs 40 for every day worked.
 You will be paid your salary and allowances stated above on a monthly basis after giving effect to withholding required by law or as stated in this letter of appointment.

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[Signature]



CIN - U55101MH1995PTC021422
 T : +91-22-4913 5000
 F : +91-22-4913 5001
 E - info@thedonaldsindia.com
 W - www.mcdonaldsindia.com
 www.westlife.co.in

Hardcastle Restaurants Pvt. Ltd.
 Regd. Office - 1001-1002 Tower-2 10th Floor
 Jambhale Finance Centre,
 Senapati Bapat Marg,
 Elphinstone Road,
 Mumbai - 400013
 India

6. You will follow the instructions and orders given to you by or on behalf of the Company or by any Officer having the power to give such instructions and orders in relation to your training, employment and job functions.
7. Your training with the Company shall be governed by the Company Policy and Rules and Regulations as in force from time to time.
8. Any Income Tax or any other statutory deduction applicable on the remuneration paid to you by the Company will be borne by you, and as required by law, will be deducted at source.
9. During the period of your training, you will be required to devote your full time and attention (not applicable to part time crew) exclusively to your duties with the Company and in furtherance of the company interests. You shall not either during the continuance of your training hereunder or for a period of one year after cessation of employment with the Company, as applicable, engage yourself directly or indirectly whether with or without monetary benefits in any other employment activity which the Company may in its sole discretion consider competitive with the Company's business activities and/or which may in its sole discretion be deemed prejudicial to its interest or which may interfere with, adversely effect or divert you from performing your duties with the Company as provided herein.
10. Except in the proper course of your duties and as approved in advance in writing by the Company, you shall not at any time during or after the term of your training with the Company, divulge to anybody in any manner any information relating to any of the affairs or secret's of the company's business, it's product designs, patents and dealings, nor shall you use any information which may injure and cause loss or be calculated to cause loss or injury to the Company.
11. During your training with the Company, you shall be trained efficiently to perform your duties and functions. the skills and habits that you will develop will help you beyond your time with the company, but learning to work together and doing a good job will be the key to your success.
12. Your training will be subject to termination be the Company without any prior notice. In case you are a monthly paid employee, you may terminate the training with the Company after giving one months notice in writing. You must give the Company at least one week notice in writing in case you are a part time employee.
13. Upon cessation of your training with the Company for any reason whatsoever, you will return to the Company all papers, documents, materials, equipment and properties of the Company which may be in your possession, and shall thereafter be bound by the secrecy and confidentiality obligations as provided in clause 10 above.
14. You will forthwith notify to the Company regarding any change in your residential address.
15. The Company shall take necessary steps to extend the benefits of a Provident Fund Scheme to you. The Company shall contribute, every month, an amount equivalent to 12% of your Basic Salary to such Scheme and you shall also be required to make a matching contribution of 12% which shall be deducted from your salary. For ESIC, the company will contribute 4.75% of the monthly Gross salary and an amount amounting to 1.75% will be deducted from your salary as per the ESIC Act.

[Handwritten signature]



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GIN : 0651D1MH1965PTC001422
 T : + 91-22-4913 5000
 F : + 91-22-4913 5001
 E : info@mcglobalisindia.com
 W : www.mcglobalisindia.com
 www.Nestle.co.in

Harcourt Restaurants Pvt. Ltd.
 Regd. Office: 1601-1602, Tower 16th Floor
 Indiabulls Finance Centre
 Sreejaya Kapee Marg,
 Elphinstone Road,
 Mumbai - 400013,
 India



16. During the period of your employment with the Company, you shall not at any time register yourself as a Mystery Shopper with any agency and conduct Mystery Shoppers audit for the Company. However in case you desire or intend to register yourself as a Mystery Shopper with any agency, you may conduct Mystery Shoppers audit for other companies and not for restaurants operated by Hardcastle Restaurants Private Limited. Breach by you of the condition as contained herein shall be viewed seriously by the Company and shall make you liable for disciplinary action as may be decided by the Company including termination of your employment with the Company.

As vital and essential obligations on your part towards the Company,

- A) You hereby acknowledge that to enable you to discharge your duties towards the Company, you may be provided with or shall be acquainted with or shall become aware of various methods, procedures, techniques, programs, calendars, plans, standards, specifications, technology, intellectual property, processes, data, communications, results of an operating or financial or any other nature, training manuals, operations manuals, contents of training courses, supplier lists, studies, analyses, inventions, recipes, secrets, rights or obligations of a contractual nature, and other knowledge or information howsoever acquired by you touching upon or relating to, directly or indirectly, the business and / or related activities of the Company and / or of its principals, franchisors, subsidiaries, affiliates, etc. (all the foregoing being collectively referred to herein as "confidential information"), and
- B) You hereby unconditionally and irrevocably agree and undertake that :
1. You shall not use the confidential information any purpose other than the discharge of your duties and you shall prevent any other person from carrying out such use;
 2. You shall maintain the absolute confidentiality of the confidential information during and after your employment;
 3. You shall not make unauthorized copies of any confidential information;
 4. You shall adopt and implement all reasonable procedures to prevent unauthorized use or disclosure of confidential information, including such procedures as the Company may prescribe from time to time;
 5. You shall not distribute, sell, trade or otherwise profit from any confidential information;
 6. You shall inform any other person having access to any confidential information about its status as such;
 7. on cessation or suspension of your employment or of your involvement with the Company in any circumstances, whichever is earlier, you shall immediately cease to use any of the Confidential Information and you shall immediately return to the Company all copies of all operations manuals, other manuals and all materials, including but not limited to papers, documents, charts, files, books, electronic / computer storage media (including floppy disks, compact discs, pen drives, etc.), plans, drawings, or tangible items containing confidential information, and
 8. The Company shall be entitled to seek injunctive and other equitable relief to prevent the breach or the further breach of this clause, and that such relief shall be without prejudice to any other remedies available to the Company under law.

J. Pan



Aditya

CIN: U58100MH1995PL10001322
T: +91-22-4913 5000
F: +91-22-4913 5001
E: info@mcDonaldsIndia.com
W: www.mcdonaldsIndia.com
www.westlife.co.in

Hardcastle Restaurants Pvt. Ltd.
Regd. Office - 1001, 1002, Tower 3, Tech Hub
Indiabulls Finance Centre,
Senapati Bapat Marg,
Ephraimstone Road,
Mumbai - 400013
India.





17. Your appointment is subject to our being satisfied with your background verification check.

Please return to us the duplicate of this letter duly signed by you confirming that you accept the employment hereby offered at the terms contained herein. In the event you fail to return the duplicate copy to us this employment offer shall be deemed to have been withdrawn.

We welcome you to join the Company.

Best Regards,
For Hardcastle Restaurants Private Limited

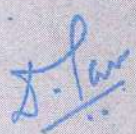

RAMAN KUMAR DAS
Restaurant Manager

I confirm herewith that the terms and conditions of employment set out in this letter and the Rules and Regulations are acceptable to me.




PART TIME TRAINEE CREW MEMBER

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rve







CIN : U85101MH1995PTC091472
T : +91-22-4913 5000
F : +91-22-4913 5001
E : info@mcdoanalsIndia.com
www.mcdonaldsIndia.com
Hardcastle Restaurants Pvt. Ltd
Head Office - 1001-1002, Jeeva Chitra House
Indiabulls Finance Centre
Senapati Bapat Marg
Elphinstone Road
Mumbai - 400013
India

Date: December 15, 2018

Ref: LTI/HR/Campus/2019

Name: Yasmeen Shaikh

College: L.S. RAHEJA COLLEGE OF ARTS AND COMMERCE

OFFER OF EMPLOYMENT

Dear Yasmeen Shaikh,

Welcome to LTI (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Associate Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.2,48,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining LTI subject to you meeting the eligibility criteria as mentioned in '**Annexure-2**'.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining LTI. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

TERMS AND CONDITIONS

1. Increments and Promotions

Your performance and contribution to LTI will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

2. Overseas Deputation/International Assignment

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

3. Documents

Your offer is subject to you submitting all the mandatory documents at the time of joining, the details of which will be intimated to you prior to your joining LTI. You may also need to submit other such documents as Company deems fit from time to time.



4. Background Verification

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

5. Service Agreement

You will be required to execute a service agreement at the time of joining to serve LTI for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay LTI an amount of Rs.2,00,000.

6. Letter Acceptance

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltininfotech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of LTI.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice. According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the LTI family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



Nikhil Govekar
Sr. Manager - Campus
Recruitment

I have read the letter and accept the same.

Signature and Date



ANNEXURE-1

Name	: Yasmeen Shaikh	Date	: December 15, 2018
Salary Grade	: AT		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month	
MONTHLY REMUNERATION			
Basic		10,000	
House Rent Allowance (H.R.A.)		3,000	
Conveyance Allowance		1,600	
Medical Allowance		1,250	
Adhoc Allowance		747	
Meal Allowance		1,210	
Sub- Total (A)	213,684	17,807	
DEFERRED BENEFITS			
Provident Fund (P.F.)		1200	
Gratuity		481	
Sub- Total (B)	20,172	1,681	
Total (A+B)	233,856	19,488	
Variable Pay	10,000		
Mediclaime Premium	4,140		
Grand Total	248,000		
<p>Notes:</p> <ul style="list-style-type: none"> - Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules. - H.R.A. will be deducted for accommodation (if any) provided by the Company. - You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy. - The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act. - The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution. - The eligibility for payment of Gratuity is a minimum of five years of service in the Company. - The variable component will be payable after confirmation. Those rated at the lower end of the performance band as per company policy, will not be eligible for the same. - Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents. <p>Medical Insurance: The Group Mediclaim Policy of Company covers Employee, Spouse & upto 2 dependent children (below 25 yrs of age) for maximum amount of Rs. 3,00,000/- p.a.</p>			

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ANNEXURE-2

Eligibility Criteria for Non Engineering Candidates- 2019 Batch	
Qualification	BSC,BCA,BCS
Branches:	Computer Science/Information Technology/Information science and Electronics
Age Criteria: As on 1st July of Passing year (2018)	Less than 23 years
Academic Gap:	Academic gap allowed <u>only after the completion</u> of the entire course i.e after SSC/after HSC or Diploma. No year drop allowed.
Course must complete in:	3 years
SSC, HSC, Diploma (if applicable) Percentages / CGPA:	50% & Above OR Equivalent CGPA NOTE: • SSC /HSC should have cleared in <u>FIRST ATTEMPT</u> only. • Re-exam (Supplementary or Improvement exams) given soon after the Main exam will NOT be considered. • For candidates pursuing HSC and Diploma(both), marks scored in the Diploma course will be taken into consideration.
Graduation, Post-Graduation Percentages/CGPA:	Aggregate of 60% & Above OR Equivalent CGPA
	Aggregate of all semesters AND all appeared subjects(irrespective of the University rule)
	Provisional/Passing Certificate must state First class
Re-attempts/ATKTS /Backlogs/Arrears: (Diploma, Graduation, Post Graduation)	<ul style="list-style-type: none"> • No active/live backlogs allowed at the time of the interview process • Backlogs include Reattempts/ATKTS/Arrears in all appeared subjects irrespective of the exemption rules implemented by the College/University. • This also includes Internal, External, Oral/Verbal/Practical Re-attempt/ATKTS/Backlogs/Arrears and re-attempts due to absenteeism. • Re-exam (Supplementary or Additional exams) given soon after the main exam is also considered as Re- attempt/ATKT/Backlog/Arrear. • No Re-attempts/ATKTS/Backlogs/Arrears allowed in the <u>final semester</u> of any course • Any pending Re-attempts/ATKTS/Backlogs/Arrears in the <u>current course</u> (obtained after the interview process) must be attempted and cleared with the final semester examinations
Nature of Course:	All Full Time courses Only
Year of Passing:	2019 SUMMER pass outs Only
Citizenship:	Resident Indian Citizens Only
Your College/Institution MUST be:	UGC / AICTE / State Board Approved ONLY
Pre-Employment Verification:	Not been involved in any court proceedings and/or convicted for any offence
Pre-Employment Medical Certificate:	Submitting a Medical Certificate of Fitness(in the format prescribed by LTI) at time of joining, which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS
<p>Self Declaration :</p> <ol style="list-style-type: none"> 1. I hereby declare that I meet ALL the eligibility criteria exactly as stated above. 2. I am aware that I may be subjected to immediate action by the company at any time during or after the Interview/Selection/Joining if found hiding any information/producing incorrect information or not meeting all the criteria mentioned above. 3. I am flexible to work at any LTI Development Center/ Customer Site/ Partner premise as per business requirement. 4. I am flexible to work in any technology/domain/workshift assigned to me based on the business requirement. 5. I confirm that I have NOT appeared for any LTI interview process anywhere in the past 6 months. (If found so, LTI may take immediate action and cancel the candidature at ANY stage) <p>Signature: _____</p> <p>Name: _____</p> <p>Mobile No: _____</p> <p>College Name : _____</p> <p>Today's Date: _____</p>	

J. Pan





Moneywise. Be wise.

Ref: SMC/e2d3b9d4ad66476d
Date: 11-Jun-19

To,

Komal Vijay Shah
Room No. 8,
Ganesh Sadan, Manvelpada Road,
Near Reliance Fresh, Vasai
Thane, Maharashtra - 401305

SMC GLOBAL SECURITIES LTD.

Member : National Stock Exchange (NSE Id - 07714)
: Bombay Stock Exchange Ltd. (BSE Id - 470)
: Metropolitan Stock Exchange (MSE Id - 1002)
CM & TM : Cash, F&O, Currency, Debt & Commodity

SEBI Regn. No. : INZ 000199438

REGD. OFFICE :

11/6B, Shanti Chamber, Pusa Road, New Delhi-110005
Ph : +91-11-30111000, 40753333 Fax : +91-11-25754365
E-mail : smc@smcindiaonline.com Website : www.smcindiaonline.com
CIN No. : L74899DL1994PLC063609

OFFER LETTER

Dear Ms. Komal Vijay Shah,

SMC Global Securities Ltd. is pleased to offer you the position of **Executive in Distribution** department at our **MAH - MUM - Borivali - 2** location on the terms and conditions mutually discussed and agreed by us, on the basis of the information furnished by you in your application, CV and other documents and personal interview.

We offer you an all - Inclusive remuneration of **Rs. 156000.00/-** per annum subject to the statutory deductions. This remuneration is on the basis of what is commonly known as "cost to company" **Rs. One Lakh Fifty Six Thousand Only/-** per annum.

You are requested to join the company on or before **12-Jun-19**. The formal appointment letter will be issued to you on your joining our organization. Any change in the Date of Joining by you must be informed in advance to the Company in writing, failing which the offer shall be deemed null and void.

We trust that your knowledge, skills and experience will be our most valuable assets.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING

You are requested to submit the following documents at the time of joining

- Original and attested copies of Education Certificates and mark sheets.
- Five recent passport size color photographs.
- Relieving / experience letter from previous employer.
- Date of Birth proof.
- Last salary slip from previous employer.
- Address proof (like Passport, Driving license, Voter ID Card)
- Cancelled Cheque

You will be on probation for a period of **6 Months** from the date of joining and will continue to be on probation unless confirmed in writing. You will initially need to sign a contract for **18 Months** to process your stability with the organisation.

Offer stands cancelled in case of any deviations from the information provided or your failure to report within 21 days from issuance of offer letter / date of joining **12-Jun-19** whichever is later. Without submission of complete documents your joining will be at the discretion of the Management. Joining is subject to the condition that if any information is found incorrect or the reference check fails, the appointment shall stand terminated without financial obligations.

Please sign copy of this letter and return it to HR which signifies your acceptance of this offer of employment.

In case you need any further clarifications, please contact HR.

For **SMC Global Securities Ltd.**

Nidhi Bansal - Whole Time Director
Authorised Signatory

I **Komal Vijay Shah** accept the aforesaid offer and the terms thereof.

Date: ___/___/___



MUMBAI OFFICE : A Wing, 401/402, Lotus Corporate Park, Graham Firth Steel Compound, Off Western Express Highway, Jay Coach Signal, Goregaon East
Mumbai-400063 Ph : +91-22-67341600, 66481818 Fax : +91-22-67341697 E-mail : smcmumbai@smcindiaonline.com

KOLKATA OFFICE : 18, Rabindra Sarani, Poddar Court, Gale No. 4, 5th Floor, Kolkata - 700001 Ph : +91-33-66127000 Fax : +91-33-66127004
E-mail : smckolkata@smcindiaonline.com



11/26/21, 11:05 AM



Mehul Barai <mehul.barai@lsraheja.org>

Fwd: #Recruitment# You're a step away from working with TCS

3 messages

Mon, Mar 18, 2019 at 8:57 PM

Aagam Vora <aagamvora24@gmail.com>
To: mehul.barai@lsraheja.org

Aagam vora
Tybbi
Rollno-3569

----- Forwarded message -----
From: **VISHAKHA KALE** <vishakha.kate@tcs.com>
Date: Tue, Mar 5, 2019, 5:00 PM
Subject: #Recruitment# You're a step away from working with TCS
To:



Dear Candidate,

Congratulations!!!

This mail is to inform you that you have cleared your interview with TCS and will receive email for documentation post your final exams.

Your provisional offer letters will be released at your career portal by the month end.

Please do not reply to this email ID.

11/26/21, 11:05 AM

=====
Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and immediately and permanently delete the message and any attachments. Thank you

4 attachments



image001.gif
1310K

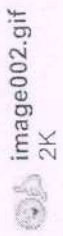


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2K



image003.png
16K

S. S. Pan

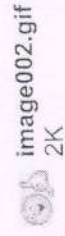


image002.gif
2K



Vidhi Kothari <vkothari16@gmail.com>
To: mehul.barai@lsraheja.org

[Quoted text hidden]

4 attachments

image001.gif
1310K

Fri, Mar 29, 2019 at 3:18 PM

11/26/21, 11:05 AM



image002.gif
2K



image003.png
16K



image001.gif
1310K

Narendra Mishra <narendramishra1808@gmail.com>
To: mehul.barai@israheja.org

Fri, Mar 29, 2019 at 6:29 PM

[Quoted text hidden]

4 attachments



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image002.gif
2K

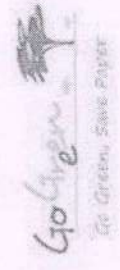


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16K

A handwritten signature in blue ink, appearing to read "D. Pan".



11/26/21, 11:05 AM

image003.png
16K



S. Pan





Mehul Barai <mehul.barai@israheja.org>

Fwd: #Recruitment# You're a step away from working with TCS

Fri, Mar 29, 2019 at 3:18 PM

Vidhi Kothari <vkothari16@gmail.com>
To: mehul.barai@israheja.org

----- Forwarded message -----

From: **VISHAKHA KALE** <vishakha.kale@tcs.com>
Date: Tue 5 Mar, 2019, 5:12 PM
Subject: #Recruitment# You're a step away from working with TCS
To:

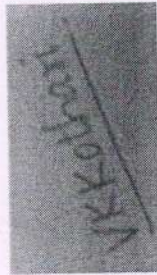
Dear Candidate,

Congratulations!!

This mail is to inform you that you have cleared your interview with TCS and will receive email for documentation post your final exams.

Your provisional offer letters will be released at your career portal by the month end.

* Please do not reply to this email ID.





Mehul Barai <mehul.barai@lsraheja.org>

Fwd: #Recruitment# You're a step away from working with TCS

Narendra Mishra <narendramishra1808@gmail.com>
To: mehul.barai@lsraheja.org

Fri, Mar 29, 2019 at 6:29 PM

----- Forwarded message -----

From: VISHAKHA KALE <vishakha.kale@tcs.com>
Date: Tue 5 Mar, 2019, 5:02 PM
Subject: #Recruitment# You're a step away from working with TCS
To:

Dear Candidate,

Congratulations!!!



This mail is to inform you that you have cleared your interview with TCS and will receive email for documentation post your final exams.

Your provisional offer letters will be released at your career portal by the month end.

Please do not reply to this email ID.



Mehul Barai <mehul.barai@lsraheja.org>

FinShiksha Drive : Placement for Graduates at Motilal Oswal Financial Services Pvt. Ltd. Malad Office

parth.parikh@finshiksha.com <parth.parikh@finshiksha.com>
To: mehul.barai@lsraheja.org, mehulbarai02@gmail.com
Cc: programs@finshiksha.com

Mon, Mar 25, 2019 at 4:30 PM

Dear Sir,

Greetings!

We are pleased to inform you that below students have been selected by Motilal Oswal Financial Services Malad Office.

Ashwit Bangera



Jainam shah

Narendra Mishra

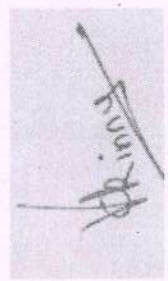
Nihar savalia



Prachi Jani



Valentine Kinny



Vidhi Kothari

All students have been informed by the company regarding documentation. Request you to inform them as well.



Next Drive is on 2nd April 2019, 9 AM Onwards (Malad Office).

Interested students can come and attend – they have to fill the form to express the interest and book the seat bit.ly/moslm (**Filling the form is necessary. If they have filled for previous drive they have to do it again.**)

Let me know if you need any details.

Thanks!

Regards,

Parth Parikh, FRM

FinShiksha

Ph: +91 90047 18889 | Email : parth.parikh@finshiksha.com | Web : www.finshiksha.com |



11/26/21, 11:20 AM

Sadhana Education Society L S Raheja College of Arts & Commerce Mail - Fwd: #Recruitment# You're a step away from working with TCS

<https://mail.google.com/mail/u/0/?ik=3cea94ee33&view=pt&search=all&permmsgid=msg-f%3A1629344885738576753&dsq=1&simpl=msg-f%3A1629344885738576753>



Motilal Oswal Financial Services Limited
CIN: L87190MH2005PLC153397
Regd. Off.: Motilal Oswal Tower,
Rahimtullah Sayani Road,
Opp. Parel ST Depot,
Prabhadevi, Mumbai - 400025
Board: +91 22 7193 4200 / 4263
Fax: +91 22 5036 2363

Date: 29/12/20

Name: BHAVIN

Address: Mumbai

Sub: Provisional Offer of Employment

Dear

We are pleased to offer you an appointment in Motilal Oswal Financial Services Limited as FR - ADVISOR

You will be paid a fixed CTC of Rs.2,00,000 (Rupees Two Lakh only) per annum, break-up of which is given below:

Components	Monthly	Annual
Basic	6667	80000
HRA	3333	40000
Statutory Bonus	1400	16800
Special Allowance	3466	41595
Gross Salary	14866	178395
Meal allowance	0	0
LTA	0	0
Entertainment	0	0
Car	0	0
PF Employer Contribution	1317	15807
ESIC Employer Contribution	483	5798
Parents Mediclaim	0	0
CTC	16666	200000

Benefits	Amount PM	Amount PA
Life Insurance	62500	750000
Medical Insurance	8333	100000

J. Pan





Investment Services

Motilal Oswal Financial Services Limited
CIN: L67190MH2005PLC153397
Regd. Off.: Motilal Oswal Tower
Rahimtullah Sayani Road,
Opp. Parel ST Depot,
Prabhadevi, Mumbai - 400025
Board: +91 22 7193 4200 / 4263
Fax: +91 22 5036 2365

Your employment with us will be governed by the terms & conditions provided in the appointment letter which will be issued prior the date of joining.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted by you as a proof of above, we may review our offer of employment.

We congratulate you on your appointment and assure you of our support for your professional development and growth.

Following documents need to be submitted within 5 working days to Human Resource Department or email at Damini.Dube@motilaloswal.com from the time letter is issued to you, failing to which the offer will be null and void:

- Updated Resume – softcopy
- Proof of permanent address – photocopy
- Proof of ID – photocopy
- Certificate of highest educational qualification –1 photocopy
- 4 passport size photos

Please sign and return the duplicate copy of this letter as a token of your acceptance

We trust that your association with us will be a happy and mutually enriching and rewarding one

Warm Regards,

For Motilal Oswal Financial Services Limited

Sudhir Dhar

Executive Director – HR & Admin



Motilal Oswal Financial Services Limited
CIN: L67190MH2005PLC153397
Regd. Off.: Motilal Oswal Tower,
Rahimtullah Sayani Road,
Opp. Parel ST Depot,
Prabhadevi, Mumbai - 400025
Board: +91 22 7193 4200 / 4263
Fax: +91 22 5036 2365

We congratulate you on your appointment and assure you of our support for your professional development and growth.

Following documents need to be submitted within 5 working days to Human Resource Department or email at Vikas.Jadhav@motilaloswal.com from the time letter is issued to you, failing to which the offer will be null and void:

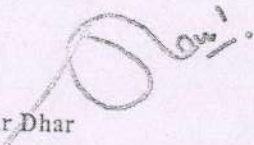
- Updated Resume - softcopy
- Proof of permanent address - photocopy
- Proof of ID - photocopy
- Certificate of highest educational qualification -1 photocopy
- 4 passport size photos

Please sign and return the duplicate copy of this letter as a token of your acceptance.

We trust that your association with us will be a happy and mutually enriching and rewarding one

Warm Regards,

For Motilal Oswal Financial Services Limited



Sudhir Dhar

Group Head - HR & Admin



MOTILAL OSWAL

Motilal Oswal Financial Services Limited
CIN: L67190MH2005PLC153397
Regd. Off.: Motilal Oswal Tower,
Rahimtullah Sayani Road,
Opp. Parel ST Depot,
Prabhadevi, Mumbai - 400025
Board: +91 22 7193 4200 / 4263
Fax: +91 22 5036 2365

Date: 28/2/2020

Name: Ami Mehta
Address: Mumbai

Sub: Provisional Offer of Employment

Dear Ami,

We are pleased to offer you an appointment in Motilal Oswal Financial Services Limited as DAD- Advisory

You will be paid a fixed ctc of Rs 2,00,000 (Rupees Two Lakh only) per annum, break-up of which is given below:

Components	Monthly	Annual
Basic	6667	80000
HRA	3333	40000
Statutory Bonus	1400	16800
Special Allowance	3466	41595
Gross Salary	14866	178395
Meal allowance	0	0
LTA	0	0
Entertainment	0	0
Car	0	0
PF Employer Contribution	1317	15807
ESIC Employer Contribution	483	5796
Parents Medicalclaim	0	0
CTC	16666	200000

Benefits	Amount PM	Amount PA
Life Insurance	62500	750000
Medical Insurance	8333	100000

Your employment with us will be governed by the terms & conditions provided in the appointment letter which will be issued prior the date of joining.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted by you as a proof of above, we may review our offer of employment.



J. Par

MOTILAL OSWAL

Motilal Oswal Financial Services Limited
CIN: L67190MH2005PLC153397
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Opp. Parel ST Depot,
Prabhadevi, Mumbai - 400025
Board: +91 22 7193 4200/4263
Fax: +91 22 5036 2365

We congratulate you on your appointment and assure you of our support for your professional development and growth.

Following documents need to be submitted within 5 working days to Human Resource Department or email at Vikas.Jadhav@motilaloswal.com from the time letter is issued to you, failing to which the offer will be null and void:

- Updated Resume – softcopy
- Proof of permanent address – photocopy
- Proof of ID – photocopy
- Certificate of highest educational qualification –1 photocopy
- 4 passport size photos

Please sign and return the duplicate copy of this letter as a token of your acceptance.

We trust that your association with us will be a happy and mutually enriching and rewarding one

Warm Regards,

For Motilal Oswal Financial Services Limited

Sudhir Dhar

Group Head – HR & Admin

S. Par



MOTILAL OSWAL

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 Rahimtullah Sayani Road,
 Opp. Parel ST Depot,
 Prabhadevi, Mumbai - 400025
 Board: +91 22 7193 4200 / 4263
 Fax: +91 22 5036 2365

Date: 28/2/2020
 Name: Siddharth Tiwari
 Address: Mumbai

Sub: Provisional Offer of Employment

Dear Siddharth,

We are pleased to offer you an appointment in Motilal Oswal Financial Services Limited as Advisory-IP.

You will be paid a fixed ctc of Rs 2,00,000 (Rupees Two Lakh only) per annum, break-up of which is given below:

Components	Monthly	Annual
Basic	6667	30000
HRA	3333	40000
Statutory Bonus	1400	16800
Special Allowance	3466	41595
Gross Salary	14866	178395
Meal allowance	0	0
LTA	0	0
Entertainment	0	0
Car	0	0
PF Employer Contribution	1317	15807
ESIC Employer Contribution	483	5793
Parents Medicalism	0	0
CTC	16666	200000

Benefits	Amount PM	Amount PA
Life Insurance	62500	750000
Medical Insurance	8333	100000

Your employment with us will be governed by the terms & conditions provided in the appointment letter which will be issued prior the date of joining.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted by you as a proof of above, we may review our offer of employment.

Motilal Oswal Securities Limited (MOSL) has been amalgamated with Motilal Oswal Financial Services Limited (MOFSL) w.e.f. August 21, 2019 pursuant to the order of the Hon'ble National Company Law Tribunal, Mumbai Bench. • MOFSL Registration Nos. 1920001MH04 (BOL-REG-CMCX/INCDX/19/0000001) & 1920001MH04 (BOL-REG-CMCX/INCDX/19/0000002) • Research Analyst: Dhishree D. D. D. AMFI ARN-149822, Investment Advisor: PIA20000, IR: Insurance Corporate Agent: CATS
 Email: shareholders@motilalgroup.com



www.motilalgroup.com

Scanned with CamScanner

MOTILAL OSWAL

Motilal Oswal Financial Services Limited
CIN: L67190MH2005PLC153397
Regd. Off.: Motilal Oswal Tower,
Rahimtullah Sayani Road,
Opp. Parel ST Depot,
Prabhadevi, Mumbai - 400025
Board: +91 22 7193 4200 / 4263
Fax: +91 22 5036 2365

We congratulate you on your appointment and assure you of our support for your professional development and growth.

Following documents need to be submitted within 5 working days to Human Resource Department or email at Anuksha.Hegde@motilaloswal.com from the time letter is issued to you, failing to which the offer will be null and void:


- Updated Resume - softcopy
- Proof of permanent address - photocopy
- Proof of ID - photocopy
- Certificate of highest educational qualification -1 photocopy
- 4 passport size photos

Please sign and return the duplicate copy of this letter as a token of your acceptance.

We trust that your association with us will be a happy and mutually enriching and rewarding one

Warm Regards,

For Motilal Oswal Financial Services Limited


Sudhir Dhar

Group Head - HR & Admin



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MOTILAL OSWAL

Motilal Oswal Financial Services Limited
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 Rahimtullah Sayani Road,
 Opp. Parel ST Depot,
 Prabhadevi, Mumbai - 400025
 Board: +91 22 7193 4200 / 4253
 Fax: +91 22 5036 2365

Date: 28/2/2020
 Name: Siddhesh Tiwari
 Address: Mumbai

Sub: Provisional Offer of Employment

Dear Siddhesh,

We are pleased to offer you an appointment in Motilal Oswal Financial Services Limited as Advisory - IP.

You will be paid a fixed etc of Rs 2,00,000 (Rupees Two Lakh only) per annum, break-up of which is given below:

Components	Monthly	Annual
Basic	6667	80000
HRA	3333	40000
Statutory Bonus	1400	16800
Special Allowance	3466	41595
Gross Salary	14866	178395
Meal allowance	0	0
LTA	0	0
Entertainment	0	0
Car	0	0
PF Employer Contribution	1317	15807
ESIC Employer Contribution	483	5793
Parents Mediclaim	0	0
CTC	16666	200000

Benefits	Amount PM	Amount PA
Life Insurance	62500	750000
Medical Insurance	8333	100000

Your employment with us will be governed by the terms & conditions provided in the appointment letter which will be issued prior the date of joining.

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of documents or certificates submitted by you as a proof of above, we may review our offer of employment.

Motilal Oswal Securities Limited (MOSL) has been incorporated with Motilal Oswal Financial Services Limited (MOSFL) w.e.f. August 21, 2018 pursuant to the order dated July 22, 2018 issued by Hon'ble National Company Law Tribunal, Mumbai Bench. MOSFL Registration No. IN2009168000 (ISE:456-NCKMDCM:CDL and NSDL w.e.f. 10.04.2018). Research Analyst: 294700000112. ACF: ARN-146822. Investment Advisor: 24AIC0001100. Insurance Corporate Agent: 240574. PAN: APTD0000000000. Email: ipo@motilal.com

S. Pan

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MOTILAL OSWAL

Motilal Oswal Financial Services Limited
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Regd. Off.: Motilal Oswal Tower,
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Prabhadevi, Mumbai - 400025
Board: +91 22 7193 4200 / 4263
Fax: +91 22 5036 2365

We congratulate you on your appointment and assure you of our support for your professional development and growth.

Following documents need to be submitted within 5 working days to Human Resource Department or email at Aruksha.Hegde@motilaloswal.com from the time letter is issued to you, failing to which the offer will be null and void:


- Updated Resume – softcopy
- Proof of permanent address – photocopy
- Proof of ID – photocopy
- Certificate of highest educational qualification – 1 photocopy
- 4 passport size photos

Please sign and return the duplicate copy of this letter as a token of your acceptance.

We trust that your association with us will be a happy and mutually enriching and rewarding one

Warm Regards,

For Motilal Oswal Financial Services Limited


Sudhir Dhar

Group Head – HR & Admin



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MOTILAL OSWAL

Motilal Oswal Financial Services Limited
CIN: L67190MH2005PLC153397
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Board: +91 22 7193 4200 / 4263
Fax: +91 22 5036 2365

We congratulate you on your appointment and assure you of our support for your professional development and growth.

Following documents need to be submitted within 5 working days to Human Resource Department or email at lorraine.dsouza@motilaloswal.com from the time letter is issued to you, failing to which the offer will be null and void:


- Updated Resume – softcopy
- Proof of permanent address – photocopy
- Proof of ID – photocopy
- Certificate of highest educational qualification – 1 photocopy
- 4 passport size photos

Please sign and return the duplicate copy of this letter as a token of your acceptance.

We trust that your association with us will be a happy and mutually enriching and rewarding one

Warm Regards,

For Motilal Oswal Financial Services Limited


Sudhir Dhar

Group Head – HR & Admin







20-Oct-2020

Mr. Vaibhav Kishor Joshi
Mumbai

Dear Vaibhav,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a **Executive** handling Profile of **Relationship Manager** in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible not later than 21-Oct-2020.

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

Our Core Purpose:

To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

Values:

Integrity: A company honoring commitment with highest ethical and business practices.

Teamwork: Attaining goals collectively and collaboratively.

Meritocracy: Performance gets differentiated, recognized and rewarded in an apolitical environment.

Passion & Attitude: High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

Excellence in Execution: Time bound results within the framework of the company's value system.





This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

1. Cost to Company (CTC):

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

A) Monthly Components-

1) Basic Salary

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

2) House Rent Allowance (HRA)

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

3) Special Allowance

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable status. You may claim income tax exemption as applicable within the parameters of the applicable tax structure. The taxation will be computed on declaration of the investment (tax on housing loan, HRA, investment under 80CC)

B) Reimbursements-

All reimbursements shall be claimed subject to provision of genuine bills/invoices. Please refer to Reimbursement policy for further details.



1) Leave Travel Assistance (LTA)

An employee is entitled to claim LTA only after completion of one year of service. Details of the same are mentioned in the CTC structure attached herewith.

LTA exemption is available for actual costs incurred on travel up to domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be the shortest route to anywhere in India.

The tax exemption on LTA is available twice in a block of four calendar years.

2) Meal Card

The Company provides a Meal Card amounting to upto Rs 24,000 per annum (where applicable as per CTC).

3) Car Expenses' Reimbursement

An eligible employee may claim above car expenses reimbursement as per the Reimbursement Policy. The reimbursement shall be subject to provision of genuine bills/ invoices. This shall include the petrol expenditure, maintenance of car as well as car insurance. In case of the employee hiring a chauffeur, the salary of the same can be claimed within prescribed limits. However, these Car reimbursement can be only claimed subject to the below fulfillment of the points.

1. Car is owned by the employee and he submits Registration book copy (RC book) as evidence thereof.
2. For Petrol /Diesel cost reimbursements claimed, details of each journey are given in a specified format provided to the employee.

Please Note that these reimbursements are allowed only for car usage for the purpose of business travel. Car usage done for personal purposes will not be covered under this.

Entertainment Expenses' Reimbursement

If the work demands it, expenses incurred to entertain prospective clients may be reimbursed as per prescribed limits and subject to providing genuine bills/ invoices for the same.

C) Performance Bonus:

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year, subject to the employees confirmation and completion of six months in the Company.

2. Additional Benefits:

A) Mediclaim

An employee will be entitled to other corporate benefits Mediclaim Policy. Please refer to the Mediclaim Policy on MyZone on joining for further details.



J. Par

B) Life Insurance

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

C) Retirals:

Gratuity:

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

3. Rules and Regulations

Probation Period:

An Employee will be on probation for a period of six months. On satisfactory completion of the stipulated period, the appointment shall be confirmed subject to management's approval.

Transfer:

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

Discipline:

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

Meals:

As an organization, we only allow consumption of Vegetarian food in our office premises.

Confidentiality:

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

Acknowledgement of Confidentiality:

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.



J. Pan

Agreement not to disclose:

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentiality even after the termination of your employment with the Company.

Remedies for Breach of Confidentiality:

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

Non-Compete:

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person's,

- Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leaves their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.
- Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated Companies about whom you have gained knowledge as a result of your employment with the Company

Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

Alternative Employment:

During the course of employment with the organization, the employee will not engage directly or indirectly in any trade, business, occupation, employment or service whether for remuneration or otherwise, without the prior written consent of the company.

Personal Investments:

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

Business Dealings:

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or

S. Par





have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

Exercise of Authority:

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

Change of address:

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

Leave:

All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

Resignation:

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company.

Work From Home:

Work From Home (WFH): Company facilitate Work from Home for Associates, whose duties can be met by Associate through remote working, vide basic support of hardware & Software. WFH shall be applicable to all associates who have been advised by their reporting managers in line with consultation from Departments HODs to WFH either on Full-time or Partial basis. Associates shall adhere to the WFH policy available on Myzone. As an integral part of the policy, management reserves the right to change / modify any clause in the policy. Management reserves the right to timely change the working conditions under WFH (Partial WFH, Total WFH or Discontinuing WFH i.e., Associates Reporting at Head/Regional/Branch Offices for Attendance Purposes).

Retirement:

Under the existing rules, an employee shall retire on attaining the age of 58 years.

Termination:

The service of an employee who is under probation period can be terminated by giving 15 day's notice or equivalent salary in lieu of-notice. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to indulge in any

J. Pan



underhand means that may be detrimental to the Company.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.

Annexure

Name:	Vaibhav Kishor Joshi	DOJ:	21-Oct-2020
Designation:	Executive	Location:	MH-Mumbai-Malad (Interface)
Profile:	Relationship Manager	Reporting To:	Hemant Jangbahadur Pal
Grade:	E2	Department:	Sales-TGS

Heads	Annual CTC
Basic	80,000.00
HRA	40,000.00
Minimum Bonus	16,800.00
Supplementary Allowance	41,595.00
PF	15,807.00
ESIC	5,798.00
Annual Remuneration	2,00,000.00

Employee Benefits which you can avail after joining the company	
Group Life Insurance	7,50,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	0.00

Note:

*If you have opted for reimbursement as a part of your salary then you will have to claim it monthly

J. Pal





*Premium towards Parents Mediclaim Policy is a part of CTC, subject to your details available on CIF portal. You will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.

*This is a computer generated communication and does not have a signature.

Acknowledged by: _____

Acknowledgement Date and Time _____

J. Par



15-Jun-2020

To,
Vaibhav Kishor Joshi
Mumbai

Dear Vaibhav,

Sub: Internship

We are happy to confirm that we will offer you a project on “**Business Development Internship**” for period starting from **15-Jun-2020** and ending on **15-Oct-2020**. You will be reporting to **Mr. Bhushan Bhushan Bhutada**.

This will be on an internship basis and should not be treated as regular employment with our **Motilal Oswal Financial Services Limited**. However, during the internship, all relevant company policies shall be applicable to you.

You will not be paid any stipend for the tenure of your internship.

Warm Regards,

For Motilal Oswal Financial Services Limited

Sudhir Dhar
Executive Director – HR & Admin

S. Dhar





19-Oct-2020

Mr. Siddharth Akhilesh Tiwari
Mumbai

Dear Siddharth,

It gives us great pleasure to welcome you to be a part of the Motilal Oswal Financial Services Limited family.

Further to your application and subsequent interview, we are pleased to appoint you as a **Executive** handling Profile of **Advisor-Retail** in Motilal Oswal Financial Services Limited subject to verification of your credentials conducted post your joining our organization. As agreed, you are required to join as early as possible but not later than 24-Sep-2020.

The details of the compensation package due to you are mentioned in the following "Annexure".

In addition to the key policies shown on the following pages you will also be required to abide by the internal company policies that are in force and amended from time to time. The detailed policies are available on our intranet MyzOne. Please go through them immediately on joining.

As a new member of the Motilal Oswal Financial Services Limited team, we would like to share our organizational core purpose and values with you.

Our Core Purpose:

To be a well-respected and preferred global financial services organization enabling wealth creation for all our customers.

Our Values:

Integrity: A company honoring commitment with highest ethical and business practices.

Teamwork: Attaining goals collectively and collaboratively.

Meritocracy: Performance gets differentiated, recognized and rewarded in an apolitical environment.

Passion & Attitude: High energy and self motivated with a "Do It" attitude and entrepreneurial spirit.

Excellence in Execution: Time bound results within the framework of the company's value system.





This document summarizes the salary components and benefits available to employees of Motilal Oswal Financial Services Limited and its group companies.

The Company may, at its sole discretion, alter, amend or delete any of these components/ benefits at anytime. Any references to statutory rules and regulations have been provided to assist you in understanding the components, and they are subject to change as per Government notification. Further, in case of a change, expenses shall be borne by the employee or employer in accordance with the guidelines as prescribed in the Government notification.

1. Cost to Company (CTC):

This consists of the following components as defined below:

- Monthly Components
- Reimbursements
- Performance Bonus

The components of your Compensation are as follows:

A) Monthly Components-

1) Basic Salary

Basic Salary is computed at 40% of Cost to Company (CTC). This amount is fully taxable and shall be paid to you in equal monthly instalments.

2) House Rent Allowance (HRA)

HRA should not exceed 50% of the Basic Salary. An employee is required to submit payment proof of rent, by way of duly stamped receipts for availing tax benefits of HRA.

3) Special Allowance

This allowance will be payable to you every month in the salary. Special allowance is taxable as per income tax regulatory laws.

Deductions-

Professional tax and income tax will be deducted on a monthly basis in accordance to the provision of the applicable status. You may claim income tax exemption as applicable within the parameters of the applicable tax structure. The taxation will be computed on declaration of the investment (tax on housing loan, HRA, investment under 80CC)

B) Reimbursements-

All reimbursements shall be claimed subject to provision of genuine bills/invoices. Please refer to Reimbursement policy for further details.



1) Leave Travel Assistance (LTA)

An employee is entitled to claim LTA only after completion of one year of service. Details of the same are mentioned in the CTC structure attached herewith.

LTA exemption is available for actual costs incurred on travel up to domestic economy class airfare and is based on evidence furnished in support of claim. The travel cost eligible for exemption should be the shortest route to anywhere in India.

The tax exemption on LTA is available twice in a block of four calendar years.

2) Meal Card

⇒ Company provides a Meal Card amounting to upto Rs 24,000 per annum (where applicable as per CTC).

3) Car Expenses' Reimbursement

An eligible employee may claim above car expenses reimbursement as per the Reimbursement Policy. The reimbursement shall be subject to provision of genuine bills/ invoices. This shall include the petrol expenditure, maintenance of car as well as car insurance. In case of the employee hiring a chauffeur, the salary of the same can be claimed within prescribed limits. However, these Car reimbursement can be only claimed subject to the below fulfillment of the points.

1. Car is owned by the employee and he submits Registration book copy (RC book) as evidence thereof.
2. For Petrol /Diesel cost reimbursements claimed, details of each journey are given in a specified format provided to the employee.

Please Note that these reimbursements are allowed only for car usage for the purpose of business travel. Car usage done for personal purposes will not be covered under this.

Entertainment Expenses' Reimbursement

If the work demands it, expenses incurred to entertain prospective clients may be reimbursed as per prescribed limits and subject to providing genuine bills/ invoices for the same.

C) Performance Bonus:

The value of bonus is arrived at based on the employees performance rating for the year, team performance as also the overall performance of the Company. The bonus is dispersed at the end of the financial year, subject to the employees confirmation and completion of six months in the Company.

2. Additional Benefits:

A) Mediclaim

An employee will be entitled to other corporate benefits Mediclaim Policy. Please refer to the Mediclaim Policy on MyZone on joining for further details.



B) Life Insurance

An employee will be entitled to a life insurance cover. Please refer to the Life Insurance Policy on MyZone on joining for further details.

C) Retirals:

Gratuity:

Gratuity is accrued from the employee's date of joining and is payable as per The Payment of Gratuity Act, 1972.

3. Rules and Regulations

Probation Period:

An Employee will be on probation for a period of six months. On satisfactory completion of the stipulated period, the appointment shall be confirmed subject to management's approval.

Transfer:

An employee is liable to be transferred to any Department, Office or Establishment forming part of the company or to any of the company's associates/subsidiaries in India, depending upon the requirements of business. A voluntary transfer request would be considered on the basis of an opening available in the concerned region and the employee's suitability for the same.

Discipline:

All employees shall observe in letter and in spirit all rules of discipline and will not indulge in any activity which is detrimental to the organization.

Meals:

As an organization, we only allow consumption of Vegetarian food in our office premises.

Confidentiality:

Confidential information means, client details, list of clients, clients' account details, trade secrets, knowhow, patents, utility models, formulations, processes/methods of preparation, test data, conducted inhouse or by/through collaborative/venture efforts, inclusive of any and all improvements/modifications, alterations substantial or otherwise etc., with respect to the Company., "Confidential Information" also any any information relating to Company or its business that is not generally known to the public, including, but not limited to information about Company's Personnel, products, customers, marketing strategies, services or future business plans.

Acknowledgement of Confidentiality:

You hereby acknowledge that the confidential information are in the nature of confidential and proprietary information and agree not to disclose confidential information to any third party during your employment with the Company and after termination of your employment with the Company.





Agreement not to disclose:

You hereby agree that you shall hold in confidence and hereby agree that you shall not use, commercialize or disclose except under terms of employment, any confidential information to any person or entity, except approved in writing by the Company. You shall be bound by an obligation of confidentiality even after the termination of your employment with the Company.

Remedies for Breach of Confidentiality:

You agree and acknowledge that any disclosure of any Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Company which will not be adequately compensable in monetary damages, that the Company will have no adequate remedy at law thereof, and that the Company may, in addition to all other remedies available to it at law or in equity, including but not limited to withholding your Full and Final settlement, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Company against, or on account of, any breach by the employee/ex-employee of the provisions contained herein, and employee agrees to reimburse the reasonable legal fees and other costs incurred by the Company in enforcing the provisions of the proposed transaction.

Non-Compete:

In the event of cessation of your services in future, due to any reason whatsoever, you shall for a period of 1 year from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person's,

- Company refrain from attempting to or inducing to any employee(s) / Business associate(s) to leave their current employment with the Group Companies / Business Partners to join the services of your new employer or any other competitor of the Group Companies.
 - Company refrain from approaching any Client or customer of the Company, its subsidiary company or associated companies about whom you have gained knowledge as a result of your employment with the Company
- Any act breaching of this provision shall entail initiation of appropriate action as may be deemed fit by the MOFSL Group.

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Personal Investments:

It is imperative that the employee's investments and trading related to the stock market are done solely through the company. The company will offer a special rate in the benefit of the employee. The Employee Trading Policy refers to further details.

Business Dealings:

In the event of the individual ceasing to be an employee of the company, he/she will also not solicit business or

A handwritten signature in blue ink, appearing to be 'S. Law'.





have any business dealings with any of the Motilal Oswal Financial Services Limited clients for a period of one year, after leaving the service of the company. For one year, he/ she shall also not hire any Motilal Oswal Financial Services Limited employee or induce any Motilal Oswal Financial Services Limited employee to work for a competitor, operating in any region where Motilal Oswal Financial Services Limited does business.

Exercise of Authority:

An employee shall not enter into any commitment or dealing on behalf of the company for which he/she has no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in him /her without the previous sanction of the Company or those in authority over him/her.

Change of address:

The employee shall keep the Human Resource Department updated on any change in address or change in civil status.

Leave:

All employees of Motilal Oswal Financial Services Limited shall be entitled for leave as per company policy available on MyzOne (subject to policy change). It is imperative that the employees' leave be availed in a planned manner with their immediate superiors so that there is no impact on the working of the organization.

Resignation:

An employee desirous of leaving the service shall submit the resignation in the system and serve the notice period as per the separation and F&F policy of the company.

Work From Home:

Work From Home (WFH): Company facilitate Work from Home for Associates, whose duties can be met by Associate through remote working, vide basic support of hardware & Software. WFH shall be applicable to all associates who have been advised by their reporting managers in line with consultation from Departments HODs to WFH either on Full-time or Partial basis. Associates shall adhere to the WFH policy available on Myzone. As an integral part of the policy, management reserves the right to change / modify any clause in the policy. Management reserves the right to timely change the working conditions under WFH (Partial WFH, Total WFH or Discontinuing WFH i.e., Associates Reporting at Head/Regional/Branch Offices for Attendance Purposes).

Retirement:

Under the existing rules, an employee shall retire on attaining the age of 58 years.

Termination:

The service of an employee who is under probation period can be terminated by giving 15 days notice or equivalent salary in lieu of notice. For notice period details refer to the employee separation and F&F policy uploaded on MyzOne. The need for such a step may arise only if an employee is found to be engaged in any

J. Pan





underhand means that may be detrimental to the Company.

All residual powers lie with the Management and decision of the Management on any matter connected with the Company will be final.

The rules and regulations detailed above constitute service conditions applicable to all the employees in the Company and are subject to change if so deemed by the Management. Any dispute arising thereof will be subject to the appropriate court in Mumbai Jurisdiction only.

Annexure

Name:	Siddharth Akhilesh Tiwari	DOJ:	24-Sep-2020
Designation:	Executive	Location:	MH-Mumbai-Malad (Interface)
Profile:	Advisor-Retail	Reporting To:	Hardik Matalia
Grade:	E2	Department:	Advisory-Alliances

Heads	Annual CTC
Basic	80,000.00
HRA	40,000.00
Minimum Bonus	16,800.00
Supplementary Allowance	41,595.00
PF	15,807.00
ESIC	5,798.00
Annual Remuneration	2,00,000.00

Employee Benefits which you can avail after joining the company	
Group Life Insurance	7,50,000.00
Group Medical Insurance	1,00,000.00
Mobile Reimbursement Upto	0.00

Note:

*If you have opted for reimbursement as a part of your salary then you will have to claim it monthly.

J. Pan





MOTILAL OSWAL
Financial Services

*Premium towards Parents Mediclaim Policy is a part of CTC, subject to your details available on CIF portal. You will not be able to claim tax exemption benefit under section 80 D towards premium paid for this Policy. Premium amount is linked to age of your Parents and Sum Insured is linked to your Grade.

You have read and understood the terms of the Appointment Letter and you acknowledge and agree that this Appointment letter is being executed electronically and that is enforceable.

To accept this Appointment letter, please click on the "Accept" button at the bottom of this page.

*This is a computer generated communication and does not have a signature.

Acknowledged by: _____

Acknowledgement Date and Time _____

J. Pan





Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20195898762/Mumbai/BPS/BTN
Date: 10/01/2020

Mr. Pramod Shivshankar Giri
8/A 416 Ekata Milan Mhada Colony Vashinaka Chembur
Near New R.N.A Park
Mumbai-400074
Maharashtra
Tel# 91-7977384010

Dear Mr. Pramod Shivshankar Giri,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with Tata Consultancy Services Limited . You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **16,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.



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TATA CONSULTANCY SERVICES

TCS House Raveline Street Mumbai 400 001 India

Tel:91 22 6778 9999 Fax 91 22 6778 9000. e-mail corporate.office@tcs.com, website www.tcs.com

Registered Office: 9th Floor Nirmal Building Nariman Point Mumbai 400 021.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



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TATA CONSULTANCY SERVICES

TCS House Ravelline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000. e-mail corporate.office@tcs.com, website www.tcs.com

Registered Office 9th Floor Nival Building Neriman Point Mumbai 400 021.



3. Social Security - Employees' State Insurance:

The company will contribute 4.75% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

Till you are covered under Employees State Insurance Act (ESI Act), you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

When you will be out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance.

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. 200/- per shift as per the company policy.

6. Process Specific Stipend:

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. Traineeship Pre-requisites

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with TCSL will be discontinued without any notice or notice pay

It is mandatory to declare the gaps / arrears / back log, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer of traineeship at any time at its sole discretion in case of any discrepancy or false information is found in the details submitted by you.

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TATA CONSULTANCY SERVICES

TCS House Ravelling Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com

Registered Office: 9th Floor Nirmal Building Nariman Point Mumbai 400 021



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2. Traineeship Period:

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, TCSL may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. Hours of Training:

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. Leave:

You will be entitled for leaves as per the company's policy.

5. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

6. Alternative Occupation / Traineeship:

During the period of your traineeship at TCSL, you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

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TATA CONSULTANCY SERVICES

TCS House Ravelling Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000 e-mail corporate.office@tcs.com, website

Registered Office: 5th Floor Nirmal Building Nariman Point Mumbai 400 021.





7. Confidentiality Agreement:

As part of the joining formalities, you are required to sign a confidentiality agreement, which aims to protect the intellectual property rights and business information of TCSL and its clients.

8. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of TCSL.

9. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

10. Medical Test:

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

11. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background

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TATA CONSULTANCY SERVICES

TCS House Raveline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000. e-mail corporate.office@tcs.com, website www.tcs.com

Registered Office: 9th Floor Normal Building Nariman Point Mumbai 400 021.





checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

12. Submission of Documents:

At the time of your joining traineeship, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

13. Initial Learning Programme (ILP)

On joining TCSL as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as TCSL may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. TCSL continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

14. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per TCSL policy

15. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in Indi

16. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

TCSL Confidential

TATA CONSULTANCY SERVICES

TCS House Raveline Street Mumbai 400 001 India

Tel 91 22 6778 9999 Fax 91 22 6778 9000, e-mail corporate.office@tcs.com, website www.tcs.com

Registered Office, 9th Floor Nirmal Building Nariman Point Mumbai 400 021.



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17. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle TCSL in withdrawing this letter of traineeship at its sole discretion.



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Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited

Rustom Beheram Siganporia
Head Talent Acquisition, TCS Business Process Services



Encl: Annexure 1: Acceptance



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Registered Office- 9th Floor Nirmal Building Nariman Point Mumbai 400 021.



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20195898762/Mumbai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature: _____

Name: _____



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Tel 91 22 6778 9999 Fax 91 22 6778 9000 e-mail corporate.office@tcs.com, website www.tcs.com

Registered Office 9th Floor Nirmal Building Nariman Point Mumbai 400 021

CONDITIONAL OFFER LETTER

Dear QURESHI SUMAIYA

Congratulations, you have been shortlisted for free placement services from sMarthunt4u (A Placement Division of SQUAD Infotech Pvt. Ltd), once you will complete your graduation.

Based on below conditions, you will be eligible to get placement calls from our side.

1. Good Communication skills.
2. Completion of Graduation in 2020.
3. Need to clear technical and HR mock evaluations and some free sessions.
4. You should be ready to join the company offered by sMarthunt4u.

sMarthunt4u has all rights to take any necessary action on you, in case of failure to adhere any professional etiquettes as per Company's & Corporate culture.

Kindly acknowledge & accept the letter with submission of required legal documents (Aadhaar card, PAN card, mark sheet of final year Graduation).

For SQUAD Infotech Pvt. Ltd.



Director/Authorized Signatory

J. Pan



Q

CONDITIONAL OFFER LETTER

Dear FAIROZ LOGDE,

Congratulations, you have been shortlisted for free placement services from sMarhunt4u (A Placement Division of SQUAD Infotech Pvt. Ltd), once you will complete your graduation.

Based on below conditions, you will be eligible to get placement calls from our side.

1. Good Communication skills
2. Completion of Graduation in 2020
3. Need to clear technical and HR mock evaluations and some free sessions.
4. You should be ready to join the company offered by sMarhunt4u.

sMarhunt4u has all rights to take any necessary action on you, in case of failure to adhere to professional etiquettes as per Company's & Corporate culture.

Kindly acknowledge & accept the letter with submission of required legal documents (Aadhaar card, PAN card, mark sheet of final year Graduation)

SQUAD

For SQUAD Infotech Pvt. Ltd.



Mansoor
Director/Authorized Signatory

S. Pan



Q

2021.

Manpower Group Services India Pvt. Ltd.
Unit No. 4-A/1 & Unit No. 4-A/2,
4th Floor, Plot No. 6, Uppal Plaza,
M-6, Jazola, New Delhi - 110025

CIN - U74910DL1997PTC085591
T : +91 -11 - 6649 7500
F : +91 -11 - 6649 7527
www.manpowergroup.co.in



Manpower

Date: -11-Nov-21

Name: Shraddha Mahesh Bhosale,
Address / Location: Mumbai

Subject: OFFER FOR FIXED TERM CONTRACT

Dear: Shraddha Mahesh Bhosale,

With reference to your appointment with Manpower Group Services India Pvt. Ltd., we have pleasure in offering you the position of "Transaction Processing Representative" in our organization deployed with our client Accenture on a Fixed Term Contract basis. The details of the offer is as follows -

Start date of Assignment : 12-Nov-21
End date of Assignment : 11-Nov-22
Monthly CTC : 16050/-

Any statutory dues like PF, ESI, Bonus etc., if applicable, will be Paid / Deducted as per law.
All Taxes will be deducted as applicable by law.
Notice period of 30 days reciprocal is applicable as per the policy.
If you wish to accept this offer, kindly send the accepted copy of the same along with a copy of your accepted resignation letter or relieving letter (if applicable). In case the signed acceptance and required documents are not received by Manpower within 7 days of the offer date, Manpower at their discretion reserve their right to treat this offer as withdrawn automatically without further notice.



Signature

For Manpower Group Services India Pvt. Ltd.

Shraddha
Signature

Accepted By

Shraddha Mahesh Bhosale



S. J. J.



Asian Paints Limited
Asian Paints House
6A, Shantinagar,
Santacruz (East)
Mumbai 400 055
T: (022) 62181000
F: (022) 62181111
www.asianpaints.com

Date: August 3, 2021

Dear Mr. Abhishek Chourasia

This has reference to the interview held on August 3, 2021. We are pleased to make an offer of appointment to you for the position of Officer I – Shared Services in our organization

Location: Goregaon SSC

The compensation offered to you on joining will be as follows: (All figures are in INR)

	Per Month	Per Annum
Monthly Component		
Basic Salary	21000	252000
HRA	11000	132000
Education	200	2400
Conveyance	14800	177600
Consolidated	130	1560
Provident Fund (Employer's Contribution)	2520	30240
Gratuity	1010	12121.2
Annual Component		
LTA		8000
Bonus		35000
Total	50660	650921.2

The detailed terms and conditions of your employment will be given in the appointment letter which will be handed over to you at the time of joining.

Your confirmation to the services of the Company is subject to medical fitness as certified by the Company's Medical Consultant or any other Doctor nominated by the Company, and background verification check. Your employment into the services of the company is contingent upon completion of graduation degree with minimum 60% marks overall, as well as clearing of all papers in first attempts in all years.

Your expected date of joining is 11th August 2021. In case you fail to join us by 11th August, 2021, this offer shall be automatically treated as withdrawn.

Thanking you,

Chaitanya Sudha Duthuluri
Manager – Human Resources



05-09-2020

Ms. Saranya Sundaram Marthuvkar,
Room no: 7, Haji Seth Chawl, no: 2, Khar East,
Golibar Road, Jawahar Nagar,
Santacruz (East)
Mumbai-400055.

Appointment

Ms. Saranya Sundaram Marthuvkar,

We have pleasure in appointing you as “Customer Co-ordination Executive (Import / Export)” in our organization, effective 02nd September 2020 on the following terms and conditions:

1. Placement & Remuneration

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to remuneration (salary and other applicable benefits) as detailed in Annexure “A”. Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

2. Posting & Transfer

Your initial posting will be at **Mumbai**. 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.

3. Probation:

That you will be on probation for a period of **six 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.

4. 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 Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

5. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Board of Directors 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.

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. Work Timings

You will be governed by the timings and the hours of work applicable to the establishment wherein you are posted, and you may be called upon to work in shifts, as required.

9. 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. Retirement

The retirement age is **58 years**. You will retire from the employment of the Company at the end of the month in which you attain 58 years of age.

11. Termination of employment

During the period of probation, your services are liable to termination / resignation at **15 days notice**. On confirmation your services are liable to be terminated at **one month (30 days)** notice or payment in lieu thereof on either side.

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. 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 the duplicate copy of this letter for our records.

We take pleasure in welcoming you to our organization and sincerely hope that your period of employment with us will be long, pleasant and mutually beneficial.

Yours faithfully,

For AMS Freight Solutions Pvt. Ltd


PREETI BORGES
Director







ANNEXURE 'A': COMPENSATION DETAILS (Salary & applicable benefits).

Name : Ms. Saranya Sundaram Marthuvar
Designation : Customer Co-ordination (Import/Export)
Date of joining : 2nd September, 2020
Location : Mumbai
Fixed Component : Rs. 1,80,000 /- per annum

Note:

- It is expected that individual compensation package would not be shared with other employees.
- The above compensation structure is subject to change without affecting emoluments adversely.
- Applicable tax would be borne by the employee.

Please note: Following Documents to be submitted

1. 2 PASSPORT SIZE PHOTOGRAPHS
2. ADDRESS PROOF (COPY OF AADHAR CARD)
3. COPY OF PAN CARD.

Yours faithfully,

For AMS Freight Solutions Pvt Ltd

PREETI BORGES
Director

