

## APPOINTMENT CUM WORK ASSIGNMENT LETTER

03-Dec-2023

To

**Kishor Shrikant Sarwade (Emp ID: TH389895),**

**Room No. 887 Sector 06 Near Sai Baba Mandir Koparkhairane Navi Mumbai**

**Thane, Maharashtra, 400709**

Dear Kishor Shrikant Sarwade,

We are pleased to appoint you as **Picker & Packer** with our Client KiranaKart Technologies Private Limited, **"Vashi Network"** on a fixed Term Basis.

You have to complete pending Joining Formalities within 5 days from the date mentioned for your joining.

In addition to this:

1. As the Project work awarded to us by our Clients is only for a certain period, your assignment with us initially will be from **"Date of joining 03-12-2023"** to **"Last date of contract 02-06-2024"**.

As per terms mentioned in the Letter of Engagement dated 03-12-2023 if however, the Project work is extended, your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent employee of the Company. Your employment is governed by the contractual agreement between **Team HR GSA Pvt. Ltd.** and Client for which your services have been engaged.

2. If however, the project work awarded to us is completed before time or if is terminated for any reasons whatsoever earlier, then your services shall be terminated on such earlier date as the situation demands as per terms mentioned in your Letter of Engagement.

3. Your CTC details are as per the details mentioned in Appendix-1. The net salary is subject to Income Tax. Your salary is payable only through electronic payment mode such as EFT/NEFT/RTGS/ECS or account payable cheque for which you have to provide relevant information at the time of joining. One month grace period shall be provided to you on reasonable ground.

4. In addition to the Monthly Salary, you will not be entitled to any other perquisites/ allowances unless given to you in writing. Your coverage under ESIC scheme, Provident Fund scheme, and Bonus Act where applicable will be as per the government regulations. Salary would be receivable on or before 10th of the subsequent month, subject to receipt of corresponding payments from our Client where you will be deployed. Any discrepancy in the salary received needs to be reported to our nearest branch within 7 days of receipt of salary after which, it will be considered as correct and further claims will not be entertained. Gratuity will be payable as per Payment of Gratuity Act, 1972. TDS will be deducted at rates applicable as per Income Tax Act, in case PAN number along with proof is not provided to nearest Branch within 7 days of joining. Any unclaimed salary within 3 years from when it is due, will be paid to Labour Welfare Fund as per Labour Welfare Fund Act. You will be entitled to leave as per the practice followed by the client.

5. Your coverage under ESIC scheme is subject to adherence of rules & regulation of it. It is mandatory for you to submit Aadhar Card (UID) including your family within one month from the date of issuance of ESIC number, if you fail to submit the Aadhar Card (UID) within stipulated period in that case you will not be eligible to take benefits of ESIC coverage and in that Circumstances Company shall not be held responsible.

6. You are eligible under Provident Fund scheme subject to adherence of rules & regulation of it. It is also mandatory for you to submit Aadhar Card(UID), PAN Card & Bank A/c. No. with IFSC (collectively referred as 'KYC') within one month from your date of joining, if you fail to submit the KYC within stipulated period in that case as per PF norms you will not able to withdraw or transfer or to take any benefits of PF and in that circumstances company shall not be held responsible or liable.

7. Since our Client undertakes contract projects, you may be required to work at different project sites and are likely to be deputed in any establishment within the city or outside the city including outside the State for the purpose of discharging your duties as and when the situation demands, at the said working hours.

8. You will act within the framework of organizational structure and policies and directions as may be laid down by the management from time to time. During the tenure of your employment with us, you will not undertake any other employment or business activities, work or public office of payment or otherwise except with the written permission of the Management. If you are found involved in any act which is unethical or can be considered as breach of integrity or in the opinion of the Company is detrimental to the interest of their business interest, Management shall be at liberty to dispense with your services immediately and without any notice or compensation. At all-time during the tenure of this Contract of employment you will be bound by any Rules & Regulations enforced by the management from time to time in relation to the conduct, discipline, leave, holidays or any other matters relating to service conditions.

9. Either party can terminate the contract during the existence of a work assignment by providing a notice of **"7 days to the other Party"**. This is as per the terms laid out in the Letter of Engagement. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against our clients. Your continuance in employment is subject to your remaining physically and mentally fit. As and when required, the Management may require you to submit yourself to medical examination by a physician of the choice of the management.

10. Employee Insurance as per applicable terms & conditions.

11. This letter is being sent to you in duplicate, Please return two copies of the same, duly signed as the token of acceptance this Contract of employment with the above terms and conditions along with the appended letter of assignment.

Yours faithfully,

For **Team HR GSA Pvt. Ltd.**



Authorized Signatory

#### Confirmation of Acceptance

I have received the Work Assignment Letter and hereby confirm that I have read, discussed and hereby therefore agree to the terms and conditions contained

Thereto,

**Kishor Shrikant Sarwade**  
(Signature)

## Letter of Engagement with our Clients/Business Partners

03-Dec-2023

Dear Kishor Shrikant Sarwade,

1. **Team HR GSA Pvt. Ltd.** (also known as **Team HR**) is involved in the business of providing services to manage key business processes of our Clients/ Business Partners. Based on your interaction with us, we wish to confirm your registration with us for the purpose of selection to perform any service ("Work Assignment") that may be required by our Clients/ Business Partners ("Customer").

2. It is understood that mere registration with Team HR GSA Pvt. Ltd. does not guarantee you any Work Assignment and is subject to selection by Team HR GSA Pvt. Ltd. and/or its Customers. Team HR GSA Pvt. Ltd. may offer to engage you to perform specific Work Assignments from time to time for any of its Customers at a specified location and you may choose to accept such offer at your discretion.

3. The terms of this letter ("Engagement Letter") shall govern your relationship with Team HR GSA Pvt. Ltd. now and in the future. Each Work Assignment will be governed by the terms of this letter and the specific Work Assignment Letter. In the event of any inconsistency, the terms of the relevant Work Assignment Letter shall govern.

4. Execution of any Work Assignment Letter by you shall be a full and complete acceptance by you to perform the services. Upon acceptance, you shall,

1. fully perform the services, in a professional manner, at the Customer's location till the completion of the term of the Work Assignment.

2. during the term of the Work Assignment, render services exclusively to the Customer and such performance shall not be inconsistent with any obligation you may have to other third parties;

3. not engage in any conduct detrimental to the interests of the Customer or Team HR GSA Pvt. Ltd.

4. not receive any payments of any nature directly from the Customer or any person or institution related to the customer unless agreed to by Team HR GSA Pvt. Ltd.

5. not, either directly or indirectly, offer yourself for employment with the Customer, its agencies or its affiliates during the period of the Work Assignment without the prior permission of Team HR GSA Pvt. Ltd.

6. comply with the safety, health, environment and other rules and regulations of the Customer provided that you have been made aware of the same;

7. report and be present at the Customer's designated location during the working hours mentioned in the applicable Work Assignment Letter

8. extend all co-operation to the Customer's employees, consultants, representatives, etc., and do all such things as may be necessary and comply with all terms of the applicable Work Assignment Letter so as to effectively undertake the Work Assignment.

5. At the end of each Record Period, as mentioned in the Work Assignment Letter, or at the completion of the Work Assignment, whichever is applicable, you will deliver to the Customer, a Time Sheet (or any other format/register as required by the Customer) containing the number of hours worked in any given day at the

Customer's location and such other details as may be prescribed by Team HR GSA Pvt. Ltd. and produce the same to Team HR GSA Pvt. Ltd. upon request.

6. As consideration for the services performed during any Work Assignment, Team HR GSA Pvt. Ltd. will pay you remuneration, as per the Work Assignment Letter. Team HR GSA Pvt. Ltd. will be entitled to make deductions as per applicable law or in respect of any amounts due to Team HR GSA Pvt. Ltd. or to the Customer from you. You will be reimbursed any approved expenses subject to you, submitting original bills/ declarations as required by Team HR GSA Pvt. Ltd. and/or the Customer.

7. Any intellectual property that results from work performed by the Individual under any Work Assignment Letter shall be the property of the Customer and the Individual agrees to assign/ transfer to the Customer, the worldwide, perpetual and entire right, title, and interest in all intellectual properties including all rights to obtain, register, perfect, and enforce patents, copyrights, and other intellectual property protection under any laws and conventions.

8. All proprietary information/ material of the Customer that is made known to you during the term of the Work Assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such proprietary information/ material. You agree that all information, correspondence, documents, materials or items provided to you by the Customer or Team HR GSA Pvt. Ltd. are provided to you in trust and on lapse/termination of the Work Assignment, you shall promptly return all such material to the Customer or Team HR GSA Pvt. Ltd., as the case may be.

9. You agree that this Letter of Engagement creates no obligation on the part of either party unless you are selected for a particular Work Assignment and you execute the relevant Work Assignment. By executing this Letter of Engagement, neither do we offer you employment with Team HR GSA Pvt. Ltd. nor do you become an employee of Team HR GSA Pvt. Ltd.. The terms of this Letter of Engagement shall however govern any Work Assignments that you undertake to perform.

10. Should you be selected to perform the Work Assignment, the nature of your relationship with Team HR GSA Pvt. Ltd. will be that of Employment/ Contract of Service for a period mentioned in the Work Assignment Letter. Upon lapse or termination of the Work Assignment, your employment with Team HR GSA Pvt. Ltd. shall stand terminated forthwith.

11. Except for lapse of a Work Assignment due to completion, if either Party wishes to terminate the Work Assignment during its existence, the terminating Party shall provide a notice of 7 days to the other Party .In case you fail to give the above notice, the salary in lieu of notice will be recovered from you in FNF settlement.

12. In case there is no Work Assignment subsisting, either party may terminate this Letter of Engagement forthwith by sending notice in writing. If a Work Assignment is subsisting, this Letter of Engagement can be terminated only co-terminus with the relevant Work Assignment as per the notice period required for termination of the Work Assignment as above.

13. Termination of this Letter of Engagement shall not affect the obligations of the parties that have been incurred prior to termination and Team HR GSA Pvt. Ltd. will promptly settle all your dues after making applicable deductions. Further, obligations relating to confidentiality and intellectual property shall continue after termination/ expiry of this Letter of Engagement or the Work Assignment.

14. You agree to defend, indemnify and hold Team HR GSA Pvt. Ltd. or the Customer harmless from any and all claims, damages, liability, attorneys' fees and expenses on account of your failure to satisfy any of your obligations under this Letter of Engagement or under the Work Assignment Letter or form is conduct, violation of any law or creation of any legal liability by you.

15. Any dispute between the Individual and Team HR GSA Pvt. Ltd. shall be referred to a sole arbitrator to be selected from a list of arbitrators nominated by Team HR GSA Pvt. Ltd.. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act, 1996, at Chennai, India. This engagement letter shall be governed in all respects by the laws of India. In addition to the terms contained herein, your relationship with Team HR GSA Pvt. Ltd. may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by Team HR GSA Pvt. Ltd..

### Confirmation of Acceptance

I have received the Work Assignment Letter and hereby confirm that I have read, discussed and hereby therefore agree to the terms and conditions contained

Thereto,

**Kishor Shrikant Sarwade**  
(Signature)

### Appendix-1:

Particulars	Monthly
BASIC	12699
HRA	635
Special Allowance	0
Statutory Bonus	1058
Other/Travel Allow	0
<b>Gross - A</b>	<b>14392</b>
PF (12%)	1524
ESIC (0.75% of Gross)	108
LWF	0
PT	200
<b>Total Deduction</b>	<b>1832</b>
Empr. PF (13%)	1651
Empr. ESIC (3.25%)	468
Empr. LWF	0
Insurance	0
<b>Total Empr. Exp -B</b>	<b>2119</b>
<b>CTC A+B</b>	<b>16511</b>
<b>Net Take Home</b>	<b>12560</b>



## Offer Letter

Date : Wednesday, March 22, 2023

Dear **Prajakta Shivshankar Girwalkar**,

Congratulations on your decision to be a BYJUITE! At BYJU'S, we are on a mission to help students fall in love with learning across the world. We create learning journeys for every student that address their unique needs and make them lifelong learners. We hope your contributions and passion would help us achieve this mission.

It gives us immense pleasure to formalize your offer and appointment for the position of **Business Development Associate - Sales** at Think and Learn Private Limited (hereafter referred to as 'BYJU'S' or 'Company') in the **Sales(R)** department subject to your acceptance of the offer mentioned in this letter. The letter includes details of your compensation structure, probation and notice periods (*Annexure A*). As you read through the details, please feel free to reach out to the recruiter who managed your process, with any questions or concerns.

Your date of joining at BYJU'S is **Monday, March 27, 2023**. Your onboarding details will be communicated by BYJU'S Onboarding Team post acceptance of the offer. In case you do not report at your job on or prior to **Monday, March 27, 2023**, the offer shall be deemed to be rejected by you. *Please accept this offer in our HR portal so that we can initiate your onboarding process.* Once initiated, you will be receiving an email confirmation for the same. In case you do not acknowledge and accept this offer letter on the HR portal within two working days, the offer would stand withdrawn.

### Position Details and Compensation Overview

Designation	Business Development Associate - Sales
Department	Sales(R)
Employment Type	Regular
Work Location	TLPL, Prestige Tech Park Rd, Venus Block, ORR Kadubeesanahalli, Karnataka, Pincode - 560087

**Fixed Compensation:** ₹ 500000

**Variable Compensation:** ₹ 300000

**Total Annual Cost to Company :** ₹ 800000

Details of bonuses (if any) are mentioned in Annexure A. You are requested to join the services of the Company not later than Monday, March 27, 2023, failing which you may please consider the offer to be withdrawn unless an extension to the date of joining has been mutually agreed in writing. You are requested to signify your acceptance of the terms and conditions by accepting the offer on our HR portal and signing and returning to us the duplicate copy of this letter on your day of Onboarding.

The terms of your employment contract are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on board for a fruitful career with us. We are certain that you will find challenge, satisfaction, and opportunity in your association with the Company.

Best Regards,



**Annexure - A**

Compensation Details	
Name	Prajakta Shivshankar Girwalkar
Designation	Business Development Associate - Sales
Date Of Joining	Monday, March 27, 2023
Annual Cost To Company(CTC)	₹ 800000
Fixed Compensation	₹ 500000
Variable Compensation	₹ 300000
Earnings	
Component Category	Annual
Basic Pay	₹250,000.00
House Rent Allowance	₹125,000.00
PF (Employer Part)***	₹21,600.00
Leave Travel Allowance	₹84,000.00
Adhoc Allowances*	₹2,600.00
ESIC Employer Contribution	₹0.00
Statutory Bonus	₹16,800.00
<b>Annual Earnings</b> (Fixed CTC - Company PF & ESIC Contribution )	₹478,400.00
Deductions	
PF (Employee's Part)***	₹21,600.00
ESIC Employee Contribution	₹0.00
Professional Tax	As per Rules
TDS	As per Rules
<b>Total Annual Net Pay</b> (Before Taxes)**	₹456,800.00

\*Adhoc Allowances (if any) provide an array of tax benefits, please refer to the Annexure B for details

\*\*Income Tax and Professional Tax would be deducted from the Total Annual Net Pay basis the government rules. Your take-home salary would be Total Annual Net Pay - Taxes.

\*\*\*PF administrative charges and EDLI charges as per rules (i.e. at present 1% admin charges, equal to INR 150/- per month towards Employee PF deduction of INR 1800/- per month), will be included in above mentioned CTC.

**Bonuses (As Applicable)**

Joining Bonus : ₹ 0    Retention Bonus : ₹ 0    Relocation Bonus : ₹ 0

**Key Points**

1. The Income Tax liability regarding your salary and perks will be governed by the taxation laws of the country as applicable from time to time.

2. The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory, and compulsory deductions:

- Provident Fund
- Income tax deducted at source at the rates applicable

- Employment/Professional taxes
- Dues to the company including loans and advances
- Or any other applicable statutory deductions

3. Variable pay, if applicable, will be paid based on your performance and the company's performance for the year. The payment is subject to your being active (not serving notice) on the company rolls on the date of announcement of the Yearly Performance Pay.

4. Benefits – All the full-time regular employees of the Company are eligible for our employee benefits program effective from their Date of Joining.

You would be entitled to avail the below-mentioned benefits, which are governed by the prevailing company policy. More details regarding benefits and related policies will be available on the HR Portal after the onboarding formalities are completed

- Leaves
- Employee Medical Insurance
- Employee Personal Accidental Insurance
- Flexible Work From Home Options (for applicable roles)
- Employee Wellness (BYJU'S Let's Talk Initiative - 24 Hour one-on-one counselling from experts)
- Personal Developmental Workshops and Events
- Gratuity, as per government rules

5. Joining Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within 1 Year of employment, you will be required to pay BYJU'S the full amount of the Joining Bonus received.

*This clause is applicable only if the Joining Bonus component in the above structure is non-zero.*

6. Retention Bonus will be paid only after successful completion of 1 Month with the company. The payment shall be disbursed in the next immediate salary cycle, provided you are not serving the notice period and your performance for the employment period is deemed satisfactory.

*This clause is applicable only if the Retention Bonus component in the above structure is non-zero.*

7. Relocation Bonus will be paid only after successful completion of 1 Month with the company. It would be paid along with the next immediate salary cycle. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will not be entitled for the Relocation Bonus and if the payment would have been made already before your exit within the year, you will be required to pay BYJU'S the full amount of the Relocation Bonus received.

*This clause is applicable only if the Relocation Bonus component in the above structure is non-zero.*

8. In the event of you resigning from the services of the Company on your own accord within one year of employment, you will be required to pay BYJU'S the full amount of Notice Period buyout.

*This clause is applicable only if there has been a notice-period buyout by BYJU'S.*

9. Probation – On joining the Company you shall be on probation for 0 days. During this period, your employment may be terminated by giving you a notice of 0 days. You are also at liberty to resign from the services of the Company by giving 0 days' notice in writing. Further, unless otherwise communicated to you in writing, your services shall stand confirmed at the end of the period of probation. You hereby agree and acknowledge that, in the event that you resign from the services of the Company within 30 (thirty) days from the date of signing this letter, you will not be entitled to receive an experience letter from the company.

10. Separation and Notice Period – After successful completion of your probation period, your services may be terminated in the following manner:

- In the event of your resignation from the services of the Company, where you will be required to give the Company a written notice of 15 days, the notice period has to be served in full unless otherwise agreed mutually in writing. In case of failure to serve the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in the future. You shall, on ceasing to be the employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.
- The Company will be entitled to terminate your services by giving you 15 days of notice in writing, or by payment of 15 days of salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 15 days of notice in writing or 15 days of salary in lieu of such notice.

- In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, incorrect information found during background verification, willful misconduct, criminal offenses - alleged or guilty, or a material violation of Company policies, or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss/damage/disrepute to the Company/associates, your termination will be immediate and without any notice or compensation.

#### **Annexure - B**

Adhoc Allowances(if applicable) will comprise one or all of the below allowances basis your overall fixed CTC.

<b>Allowance</b>	<b>Maximum Amount</b>	<b>Tax Treatment</b>
Mobile & Broadband Allowance	Up to INR 1000 per month for mobile and broadband each	Non-taxable upon submission of required proofs
Research Allowance	Up to INR 30000 per annum	
Fuel Allowance	Up to INR 2400 per month based on CC capacity and type of the vehicle	
Driver Allowance	Up to INR 900 per month	
Special Allowance	Balancing Component	Taxable

#### *General Guidelines*

- All these elements will be within the fixed part of the employee's compensation, a detailed breakup of adhoc allowances will depend upon the fixed CTC, and will be shared in the payslip
- Detailed guidelines on these will be shared post your onboarding
- All the above allowances will be considered taxable through the year, however, on the production of required bills over the quarterly window, tax exemption will be provided as per the rules laid out above
- Employees are required to keep a copy of the bills as proof of expenses incurred through the quarterly cycle and submit the same in the quarterly window
- The above-mentioned tax benefits will be applicable only for those employees who opt for the Old Income Tax Regime and not the new one
- 'Special Allowance' component is a part of taxable income



# YASHASWI

Date: 29/08/2023 Place: Ambajogar

Interviewer Name: Rahul Dixit

Mob No: 9325118413

Sr. No.	Candidate's Name	Date of Birth	Qualification	Pass Out Year	Address	Mobile No.	Remark
1	Mukund Mule	-	Diploma Mech.	2012	-	8087828177	Experienced - Sugar Factory
2	Hakim Pathan	-	-	Appar	-	901150741 / 9164418412	
3	Ajay Bhagwat	-	Civil Engineer	2019	-	9970811815	
4	Vijwala Lokhande	-	Diploma in Electrical	2022	-	9637477447	
5	Sakshi Panhel	-	-	-	-	9699520255	
6	Siddhi Patil	-	B.Tech Computer	2022	-	7823633369	Pass Science
7	Rohit Kulkarni	-	B.E. Mech	2020	-	7559338902	Maps completed
8	Aman Gadade	-	Diploma Mech	2019	-	9364923996	
9	Shubham Anurao	-	B.Tech Electrical	2023	-	7030006111	
10	Dhananjay Shineke	-	B.E. Chem	2021	-	9035263339	
11	Prathamesh Kelaskar	-	B.Tech Electrical	2023	-	9011535741	
12	Kiran Patwade	-	B.Sc.	2020	-	9763474454	



# YASHASWI

Date.: 29/08/2023

Place.: Ambajogai

Interviewer Name.: Rahul Dixit

Mob No.: 9325118213

Sr. No.	Candidate's Name	Date of Birth	Qualification	Pass Out Year	Address	Mobile No.	Remark
1	Jadhav Aakash		ITI Fitter			9323962883	
2	Mare Santosh		-h			7020665896	
3	Abhijeet Grikwad		Diploma Civil			7020948191	
4	Sayyad <sup>Khalil</sup> Habib		ITI Seed relay			9330063960	
5	Zahir pathan		ITI Diesel			9330284898	
6	Pradumanya Jadhav		ITI Elect			8262941236	
7	Suresh Kamble		12th			8262819024	Driver.
8							
9							
10							
11							
12							



# YASHASWI

Date.: 29/08/2020 Place.: Ambajogay

Interviewer Name.: Rahul Dixit

Mob No.: 9325118713

Sr. No.	Candidate's Name	Date of Birth	Qualification	Pass Out Year	Address	Mobile No.	Remark
1	Ajay Kamble	-	Diploma Mech			9218313128	
2	Dhanavey Mahamuni	-	-			9699260324	
3	Amar Gebre	-	-			8010353229	
4	Krishna Sabaric	-	-			9356000748	
5	Prayal Agade	-	MVC Elect			7875477139	
6	Nilesh Aagade	-	-			9823042101	
7	Shivram Shinde	-	Computer operator			8010616243	
8	Zargad Vaibhaw	-	ITF Eleet			93222918656	2amhl steel
9	Om yadav	-	ITF Eleet			9322299536	
10	Gore Samadhan		ITF Welder	Ans welder		9366353147	APP complete
11	Gai Kwad <sup>YM</sup> Prakash		Diplom Eleet			9529739341	Carrend
12	Barade Chetan		ITF Eleet			7499097178	

IT Instructor

Ankush

9370981889





# YASHASWI

Date.: 29/08/23 Place.: Abjejav

Interviewer Name.: Rahul Dixit

Mob No.: 9325118313

Sr. No.	Candidate's Name	Date of Birth	Qualification	Pass Out Year	Address	Mobile No.	Remark
1*	Saurabh Landge	-	BSC Plece	-		9370363122	Exon
2*	Akshay Kamble	-	h	-		8080815029	h
3*	Amit Deogokar	-	h	-		9356390213	h
4	Ajinkya Deshpande	-	B. Pharmacy	-		9011926658	
5	Vaishnavi Mane	-	MCA	-		8788952769	-
6	Shubhangi Wadmore	-	BSC	-		8888550910	--
7	Vaishnavi Jawadwal	-	BSC Plece	-		9529044305	
8	Pooja Raut	-	MCA	-		9359659991	
9*	Yashashree Phooli	-	BSC Lab.	-		8762454421	
10*	Pranav Dahi	-	Diploma Electr.	-		7387548030	
11*	Hashmi Sayyad.	-	Diploma Mech.	-		7020489228	
12*	Vaidya Sahil	-	BE Mech	-		88883088301	50825

8766920967

iridna Saurabh - h

## कॉल लेटर

दिनांक : 24/08/21

पति, Amar Gadale

पत्ता : Ambayogee

मोबा :

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम/ अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक 04/09/21 रोजी Rajgarh येथे Carraro कंपनी येथे 10:00 AM वाजता सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे


Carraro Ind. Pvt Ltd.  
Rajgarh, Pune

Anish sir - 8766484216

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ४) आय टी आय / डिप्लोमा / बी.ए./ बी.कॉम/ बी.एस्सी/ अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकृतिता

  
अधिकृत स्वाक्षरी



अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

दिनांक 29/08/03

प्रति, Hashmi Sayyad

पत्ता : Ambajogai

मोबा : 04/04/03 Ranyongon Carraro 10:00 AM

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक 04/04/03 रोजी येथे कंपनी येथे वाजता

सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Carraro Ind. Pvt Ltd.  
Ranyongon, Pune

Avinash sir - 8266 484216.

चावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- 1) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- 2) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- 3) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- 4) आय टी आय / डिप्लोमा / बी.ए./ बी.कॉम/ बी.एससी/ अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- 5) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- 6) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- 7) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- 8) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकरिता

अधिकृत स्वाक्षरी

अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

दिनांक : 29/08/23

प्रति, Pranav Palu

पत्ता : Ambajogar

मोबा :

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक 04/09/23 रोजी Ranjana Carraro येथे कंपनी येथे वाजता सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

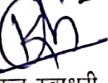
Carraro Ind. Pvt Ltd.  
Ranjana, Pune

Anish Sir - 8366484216.

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- 1) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- 2) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- 3) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- 4) आय टी आय / डिप्लोमा / बी.ए./ बी.कॉम/ बी.एस्सी/ अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- 5) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- 6) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- 7) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- 8) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकरिता

  
अधिकृत स्वाक्षरी



अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

दिनांक 29/08 / 2023

प्रति, Krishna Sabane

पत्ता : Ambajogar

मोबा : 06/09/03 Rangangam Carraro 10:00 AM

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक रोजी येथे कंपनी येथे वाजता

सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Carraro Ind. Pvt Ltd.  
Rangangam, Pune.

Avinash sir - 8266484216.

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- 1) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- 2) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- 3) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- 4) आय टी आय / डिप्लोमा / बी.ए. / बी.कॉम / बी.एस्सी / अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- 5) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- 6) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- 7) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- 8) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकरिता

अधिकृत स्वाक्षरी



अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

दिनांक 29/08/2023

प्रति,

Amar Gabre

पत्ता :

Ambajogai

मोबा :

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजने अंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक

04/09/23 Rajyagon Carraro

रोजी

येथे

कंपनी येथे

10:00 AM

वाजता

सदर कॉल लेटर घेऊन उपस्थित राहावे.

नविस्तर पत्ता खालील प्रमाणे

Carraro Ind. Pvt Ltd.

Rajyagon, Pune

Avinash Sir - 8766484216

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ४) आय टी आय / डिप्लोमा / बी.ए./ बी.कॉम/ बी.एससी/ अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,

यशस्वी संस्थेकरिता



अधिकृत स्वाक्षरी

अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

प्रति,

Ajay Kamble

दिनांक 24/08/23

पत्ता : Ambajogai

मोबा : Ambajogai

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक 04/09/23 रोजी रांजणगर Carraro येथे कंपनी येथे वाजता

सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Carraro Ind. Pvt

Ranjangar, Pune.

Avinash Sir - 8766484216

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ४) आय टी आय / डिप्लोमा / बी.ए./ बी.कॉम/ बी.एस्सी/ अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकरिता,

अधिकृत स्वाक्षरी



अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

प्रति,

Dhananjay Mahamuni

दिनांक 24/08/23

पत्ता :

मोबा :

Ambajogari

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजने अंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक

04/09/23 Rajgarh Carraro

10:40 AM

रोजी

येथे

कंपनी येथे

वाजता

सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Carraro Ind. Pvt Ltd

Rajgarh.

Anirash JV - 8866 484216

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ४) आय टी आय / डिप्लोमा / बी.ए. / बी.कॉम / बी.एससी / अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,

यशस्वी संस्थेकडून

अधिकृत स्वाक्षरी



अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

दिनांक : 24/08/2023

प्रति, Gaikwad Vijay

पत्ता : Ambajogai

मोबा : \_\_\_\_\_

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजने अंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक 24/08/23 रोजी YCM येथे Ranjangan कंपनी येथे Carraro वाजता 10:40 सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Carraro India Pvt Ltd  
Ranjangan,

Avinash Sir - 8766484216

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- 1) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- 2) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- 3) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- 4) आय टी आय / डिप्लोमा / बी.ए. / बी.कॉम / बी.एससी / अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- 5) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- 6) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- 7) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- 8) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकरिता

  
अधिकृत स्वाक्षरी



अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एलप्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in



# YASHASWI

Date: 29.08.2023

Place: Ambajogai

Interviewer Name: Mr. Bhalaji V. Shinde

Mob No: 7030962031

Sr. No.	Candidate's Name	Date of Birth	Qualification	Pass Out Year	Address	Mobile No.	Remark
1	Pritam-onkar. Shete	19/08/1987	I.T.I. welder B.Sc. -	2007 2012	Amruteshwar Nagar Ambajogai	8793739761 9970452009	pider -
2	Prem santosh Bhojda	11/09/2004	I.T.I Elec	2012 2024	New Bank colini Ambajogai	7020495568 9545259742	mecc ATR
3	Sanket Tukaram Sawar	25/8/2004	I.T.I Civil	2021 2023	-L-	7822831472 9834538090	
4	Shivam mahar shinde	26/01/2003	ITI	2021 2023	<del>Amruteshwar Nagar</del>	8010616243 8788164916	
5	Ranjita yuvraj karte	01/11/2005	ITI computer	2023	Amruteshwar Nagar	9130734974 7499187886	mecc ATR
6	Nadim Bhalika Gawali	07/10/2004	ITI welder	2022	Amruteshwar Nagar	9156241617 9860559574	mecc ATR
7	Rohitkumar Prakash Jadhav	07/01/2000	sheet metal worker	2019	Amruteshwar Nagar	8208158880	
8	Rohidas V. Darade	20-06-2000	ITI D.L.M	2021	Amruteshwar Nagar	7558734634	
9	Rupesh M. Vigore	12-07-2004	ITI welder	2021	Amruteshwar Nagar	8687725663	01/9/23
10	Chaitanya P. Gadade	14/12/2001	I.T.I T.D.M	2019	Amruteshwar Nagar	8459494965	mecc ATR
11	Udar Yogesh kalyan	25/02/2003	ITI	2022	Amruteshwar Nagar	7823005514	
12							



# YASHASWI

Date.: 29.08.2023

Place.: Ambajogai

Interviewer Name.: Mr. Paalaji V. Shinde.

Mob No.: 7030962091

Sr. No.	Candidate's Name	Date of Birth	Qualification	Pass Out Year	Address	Mobile No.	Remark
1	Dotbhare Sushil Bhagat	10-6-2000	Electrician	2023	At post sirsal a ta parali (V) Beed	8378942899	4/9/23 mecc att
2	Kokale Arvind Arjun	12-10-2000	fitter	2022	At. Post. Harisham dod pinnorita. wadga	9370250232	4/9/23 mecc att
3	Apet Pankaja Arun	24-08-2001	Cosmetology	2022	at Post girwalit	9404991087	after 10th sep
4	Bakaji Phad.	03-02-2003	12th	2023	विद्युत गांव मेरेडिस	9524763601	12th ITI ITI
5	Krushna Jadhav	01-11-2004	10th	2023	मालवडी गांव. अंब जोगाई	9322139911	OK - selected.
6	Karan Rathod	20-6-2000	Electrician	2023	श्री. काळावरी मंढी. अंबाजोगाई	9529680610 9520680610	selected.
7	Kande Yash Babasaheb	16-05-2002	Electrician	2021	श्री. शीववाडी गा. अंबा. जि. बी.	9405320152	mecc att 01/9/23
8	Bhale Rohan Ramesh	11-2-2004	Electrician	2023	श्री. शिववाडी गा. अंबा. जि. बी.	9657422790	OK - selected.
9	Shaikh Sheerkhan Dastgir	10-12-1992	Diesel mech.	2011	At - mamdapur To - Ambajogai - Beed	8830598844	
10	Charan Amat Ram	06-05-2000	Diesel mech	2019	At. Ambasakh Post Ambajogai	8381062980	
11	Krushna Kalyanto Kande	10-10-2005	Electrician	2023	At. Javalbon to Post Jesh. Beed	8468848732	
12	Vaidya Vinod Ramkishan	05-08-2004	Diesel (Mech)	2023	At Ghatnandur to Ambajogai	8999562788	



## कॉल लेटर

प्रति,

Mr. Chaitanya Gadade

दिनांक 29/08/23

पत्ता :

Ratshabadi

मोबा :

8459494965

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक

04/9/23

रोजी

Mecc Alte

येथे

10:00 am

कंपनी येथे

वाजता

सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Mecc Alte India

Talegaon Dhamdhare, Sanaswadi  
Pune.

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- ✓ १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ✓ २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ✓ ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ✓ ४) आय टी आय / डिप्लोमा / बी.ए./ बी.कॉम/ बी.एससी/ अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ✓ ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ✓ ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ✓ ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ✓ ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,

यशस्वी संस्थेकरिता

अधिकृत स्वाक्षरी



29/8/23 7030962091

अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एलप्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

प्रति,

Mr. Rupesh V. J. Gore

दिनांक : 29/8 /23

पत्ता : Ambajogai, Landerwadgaon

मोबा : 8637725663

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक 04/9/23 रोजी मेरु अल्टे येथे 10:40 am कंपनी येथे वाजता सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Meerut, India  
Tahgaon Bhandhara  
Sambharadi

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ४) आय टी आय / डिप्लोमा / बी.ए. / बी.कॉम / बी.एससी / अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकडून

अधिकृत स्वाक्षरी



7030962091

अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एलप्रो कंपनी समोर, प्रा. रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

पाते,

Balaji Phed.

दिनांक 29/08/03

पत्ता :

Ambajogai

मोबा :

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक

06/09/03 Sanaswadi

रोजी

येथे

Meeccalte

कंपनी येथे

10:00 AM

वाजता

सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Meeccalte Ind.

Talegaon, Sanaswadi Pune

Balaji sir - 703096 2091

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ४) आय टी आय / डिप्लोमा / बी.ए. / बी.कॉम / बी.एस्सी / अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकरिता



आधिकृत स्वाक्षरी



अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

प्रति,

Mr. Nadim Dhika Gawli

दिनांक 29/8/23

पत्ता : Ambajogav

मोबा : 9156241617 / 9860559574

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजने अंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक 4/9/23 रोजी मेसे अले येथे 10:00 am कंपनी येथे वाजता सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Mece Aite Dindia  
Talegaon Shamdhare  
Saudaswadi Pune.

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- ✓ १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ✓ २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ✓ ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ✓ ४) आय टी आय / डिप्लोमा / बी.ए./ बी.कॉम/ बी.एस्सी/ अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ✓ ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ✓ ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ✓ ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ✓ ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकडिता

अधिकृत स्वाक्षरी



7030962091

अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

प्रति,

दिनांक : 29/08/23

Mr. Ranjit Kate

पत्ता : Ambajogai

मोबा : 9130734979

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक 4/09/23 रोजी मेरु अल्टे येथे कंपनी येथे वाजता सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Meerut Rudiq  
Talegaon Bhamdhare  
Sahaswadi Pune

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- ✓ १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ✓ २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ✓ ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ✓ ४) आय टी आय / डिप्लोमा / बी.ए. / बी.कॉम / बी.एससी / अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ✓ ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ✓ ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ✓ ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ✓ ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकरिता

अधिकृत स्वाक्षरी



अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

दिनांक : 29/08/2023

प्रति,

Krushna Jadhav .

पत्ता :

Ambajogai

मोबा :

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम/ अप्रेन्टिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

Sanaswadi 04/09/23

Meccalte

10:00 AM

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक \_\_\_\_\_ रोजी \_\_\_\_\_ येथे \_\_\_\_\_ कंपनी येथे \_\_\_\_\_ वाजता

सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Meccalte Ind. Pvt Ltd,

Sanaswadi, pune

Balaji sir - 9030962091

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ४) आय टी आय / डिप्लोमा / बी.ए./ बी.कॉम/ बी.एस्सी/ अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकरिता

  
अधिकृत स्वाक्षरी



अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

प्रति,

Karan Rathod.

दिनांक 29/08/2023

पत्ता :

Ambajogai

मोबा :

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंस्थेसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक Sanaswadi Meccalte 04/09/23 10:00 Am. रोजी येथे कंपनी येथे वाजता

सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Meccalte Sanaswadi, Pune

Balaji sir - 9036962091.

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- 1) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- 2) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- 3) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- 4) आय टी आय / डिप्लोमा / बी.ए./ बी.कॉम/ बी.एससी/ अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- 5) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- 6) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- 7) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- 8) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकरिता

  
अधिकृत स्वाक्षरी



अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

प्रति,

दिनांक 29/08/23

Mr. Preeti Santosh Birajdar

पत्ता : New Bank Colony

मोबा : 7020495568.

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम / अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक Mecc Aite 04/09/2023. 10:00 AM, रोजी येथे कंपनी येथे वाजता सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

Mecc Aite India  
Talegaon Dhamdhare  
Saraswadi pune

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- ✓ १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ✓ २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ✓ ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ✓ ४) आय टी आय / डिप्लोमा / बी.ए. / बी.कॉम / बी.एससी / अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ✓ ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ✓ ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ✓ ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ✓ ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकडून

अधिकृत स्वाक्षरी



7030962091.

अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

## कॉल लेटर

प्रति, Mr. Pritam onkar shete

दिनांक 29/8/23

पत्ता : Ambajogai

मोबा : 8793739761

आपणांस कळविण्यात येत आहे की, मूल्यांकन चाचणी व प्रत्यक्ष मुलाखतीमध्ये आपण यशस्वीरीत्या उत्तीर्ण झाला आहात. त्यामुळे तुमची 'यशस्वी' संस्थेमार्फत राबविण्यात येणाऱ्या शिका व कमवा / नीम/ अप्रेंटिस योजनेअंतर्गत ऑन द जॉब ट्रेनिंगद्वारे उपलब्ध होणाऱ्या रोजगारसंधीसाठी प्राथमिक निवड झाली आहे.

तुम्हाला सूचित करण्यात येत आहे की, तुम्ही दिनांक 04/09/23 रोजी mecc alte येथे 10:00 am कंपनी येथे वाजता सदर कॉल लेटर घेऊन उपस्थित राहावे.

सविस्तर पत्ता खालील प्रमाणे

mecc alte India  
Talegaon Chandelhere  
sanaswadi Pune

यावेळी येताना खालील कागदपत्रे आपल्यासोबत आणावीत.

- ✓ १) इयत्ता १० वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ✓ २) इयत्ता १२ वी चे गुणपत्रक व प्रमाणपत्र (मूळ प्रत + ४ प्रति झेरॉक्स)
- ✓ ३) शाळा सोडल्याचा दाखला (४ प्रति झेरॉक्स)
- ✓ ४) आय टी आय / डिप्लोमा / बी.ए./ बी.कॉम/ बी.एससी/ अन्य ..... : गुणपत्रक व प्रमाणपत्र (मूळ प्रत व झेरॉक्स)
- ✓ ५) आधार कार्ड (मूळ प्रत + झेरॉक्स)
- ✓ ६) पॅन कार्ड किंवा निवडणूक ओळख पत्र (मूळ प्रत + झेरॉक्स)
- ✓ ७) पासपोर्ट साईज रंगीत फोटो - संख्या ४
- ✓ ८) तुमचे बँक खात्याची माहिती : बँक पासबुक (मूळ प्रत + झेरॉक्स)

कळावे,  
यशस्वी संस्थेकरिता

अधिकृत स्वाक्षरी



7030962091

अधिक माहितीसाठी 'यशस्वी' संस्थेच्या खालील अधिकाऱ्यांशी संपर्क साधावा.

यशस्वी, एल्प्रो कंपनी समोर, प्रा.रामकृष्ण मोरे नाट्यगृहाजवळ, चिंचवड गांव, पुणे - 411033.

मोबा : 73500 14493 / 73500 14495 / 73500 14536

ई.मेल : sourcing.manager@yashaswigroup.in / communication@yashaswigroup.in

Offer Date : 03/09/2023

Offer No : GS10040233

## **FIXED TERM EMPLOYMENT CONTRACT**

Dear **Mazhar Taimurkha Pathan**

We are pleased to offer you employment at **Quess Corp Limited** for a fixed period of employment as per the following terms:

### **DEPUTATION:**

You are deputed to client under this Contract. The terms of employment are exclusively with Quess, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract.

You will with effect from **SEP 04,2023** be deputed by Quess, to work at client's office / premises at any of their locations.

During the course of your contract, you can be transferred to a location within the territory of India as and required by Quess for rendering the services under this contract

### **TENURE:**

The term of your Contract shall be valid from **SEP 04,2023** to **MAR 03,2024**.

### **COTERMINOUS:**

Notwithstanding the Tenure of this Contract, in the event of the project / work / deputation for which you are being employed terminates before your Contract end period, this Contract shall be coterminous with the project / work.

### **LOCATION:**

You are required to work at client's location at **Aurangabad**.

*imQuess Confidential*

*Offer No : GS10040233*

*Page 1*

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**QUESS Corp Limited**

3/3/2, Bellandur Gate, Sarjapur Road, Bangalore - 560103, Karnataka, India

<http://www.uesscorp.com> | Toll Free No: 1800-572-3333



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**POSITION:**

You are appointed as **Jdss Jp Gt** .

**REMUNERATION:**

The details of your salary break up with components are as per the enclosure attached herewith.

**EXTENSION:**

Unless otherwise notified to you in writing this contract of employment would be valid from SEP 04,2023 to MAR 03,2024 This contract may be considered for an extension depending on the client and Quess' requirements. The extension of contract period would be considered on fresh terms as agreed between you and Quess through a separate mutually executed contract of employment. Quess shall inform you in writing of the extension requirements

**WORKING HOURS:**

You will follow the working hours of the client where you will be deputed. You may have to work on shifts, based on the client's requirement. Your attendance will be maintained by the Reporting Officer of the client, which needs to be mandatorily sent to the contact person at Quess within the cut-off date as mutually agreed for pay-roll processing.

**TERMINATION & SUSPENSION:**

At the time of termination of the employment either due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary including bonus or any other payment owned to you under the terms of your employment.

During the tenure of your Contract, any deviation or misconduct in any form that were noticed by the company or if there are any breach of internal policies or any regulation that was mutually agreed to be complied with, Quess or principal employer has the rights and authority to suspend your services until you are notified to resume work in writing. Quess reserves all such right to withheld full or a portion of your salary during such suspension period.

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*Page 2*

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**NOTICE PERIOD:**

In the eventuality if you wish to separate from the organization you will need to give 7 days' notice in writing. The Contract can be terminated at the discretion of Quess / Client subject to 7 days' notice. However due to breach of code of conduct, misbehavior or indiscipline etc., then in such cases, Quess will have / reserve rights to terminate immediately without giving notice period.

**INDEMNITY:**

You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

**CODE OF CONDUCT:**

You shall not engage in any act subversive of discipline in the course of your duty/ies for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit against you.

**HOLIDAYS:**

You will be entitled to paid holidays in a year as notified by the company from time to time.

**ADDRESS FOR COMMUNICATION:**

The address of communication for the purpose of service of notice and other official communication to the company shall be the registered address of the company. The address of communication and service of notice and other official communication is the address set out as above and your present residential address namely. In the event there is a change in your address, you shall inform the same in writing to the Management and that shall be the address last furnished by you, shall be deemed to be sufficient for communication and shall be deemed to be effective on you.

**BACKGROUND VERIFICATION:**

The company reserves the right to have your back ground verified directly or through an outside agency. If on such verification it is found that you have furnished wrong information or concealed any material information your services are liable to be terminated with immediate effect.

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*Offer No : GS10040233*

*Page 3*

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**ABSENTEEISM:**

You should be regular and punctual in your attendance. If you remain absent for 5 consecutive working days or more without sanction of leave or prior permission or if you over stay sanctioned leave beyond 5 consecutive working days or more it shall be deemed that you have voluntarily abandonment your employment with the company and your services are liable to be terminated accordingly.

**RULES AND REGULATIONS:**

You shall be bound by the Rules & Regulations framed by the company from time to time in relation to conduct, discipline and other service conditions which will be deemed as Rules, Regulation and order and shall form part and parcel of this letter of appointment.

**OTHER TERMS OF CONTRACT:**

In addition to the terms of appointment mentioned above, you are also governed by the standard employment rules of Quess (as per Associate Manual). The combined rules and procedures as contained in this letter will constitute the standard employment rules and you are required to read both of them in conjunction.

**JURISDICTION:**

Not with standing the place of working or placement or the normal or usual residence of the employee concerned or the place where this instrument is signed or executed this Contract shall only subject to the jurisdiction of the High Court of Judicature of Karnataka at Bangalore and its subordinate Courts.

**DEEMED CANCELLATION OF CONTRACT:**

The Contract stands cancelled and revoked if you do not report to duty within 3 days from the date of joining & your act will be construed as deemed and implied rejection of the offer of employment from your side; hence no obligation would arise on the part of the company in lieu of such Employment Contract issued.

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*Offer No : GS10040233*

*Page 4*

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You shall report to work on **SEP 04,2023** at the clients place.

You are requested to bring the following documents at the time of joining:

1. Educational Certificates
2. Experience Letter / Relieving letter
3. Latest month pay slip
4. Photo ID proof
5. Address Proof
6. 5 Passport size photographs
7. PAN card
8. UAN Card
9. Aadhaar Card
10. Complete Application Form with Bio Data/Resume

Here's wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With Warm Regards,  
For **Quess Corp Limited**.



**Tej Hans Raj Singh**  
Deputy CEO

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*Page 5*

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I have read and understood the above mentioned terms and conditions of the Contract. I voluntarily accept the same and I shall abide to the terms and conditions mentioned therein and any amendments from time to time.

All the above mentioned terms and conditions will come in force from your date of joining, in case of no acceptance received before the first salary it would be deemed as acknowledged and accepted by you on receipt of your first salary.

Name:.....

Signature:.....

Place:.....

Date:.....

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*Page 6*

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## Compensation Sheet

Offer No : GS10040233

Associate Name : Mazhar Taimurkha Pathan

Designation : Jdss Jp Gt

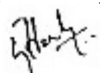
Location : Aurangabad

Pay Heads	Rs. Monthly Pay	Rs. Annual Pay
Basic	7155	85860
House Rent Allowance	358	4296
Statutory Bonus	596	7152
<b>Gross Salary</b>	<b>8109</b>	<b>97308</b>

Employer's Contribution	Rs. Monthly Pay	Rs. Annual Pay
Employer Esi	264	3168
Employer Pf	930	11160
Insurance	16	192
<b>Total Contribution</b>	<b>1210</b>	<b>14520</b>
<b>Cost To Company: (Ctc)</b>	<b>9319</b>	<b>111828</b>

Deduction: (Subjected to change)	Rs. Monthly Pay	Rs. Annual Pay
Employee Esi	61	732
Provident Fund	859	10308
Professional Tax	175	2100
<b>Total Deduction</b>	<b>1095</b>	<b>13140</b>
<b>Net Take Home</b>	<b>7014</b>	<b>84168</b>

For Quess Corp Limited.



Tej Hans Raj Singh

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Offer No : GS10040233

Page 7

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Dear Associate,

Please download the **WorQ App** on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16)
- Get Digital ID Card
- Get Easy Access to Quess helpline
- Get access to Quess Marqet to get lucrative offers specifically for Quess Associates
- Get host of learning opportunities

You will receive your User Id / Password & Company ID by **SMS** to your registered mobile No.

For any issues in login to WorQ app, please email to **help@quesscorp.com**.

Please mention your

- Offer No : GS10040233
- Name : Mazhar Taimurkha Pathan
- Mobile No : 9146199442

Link to download WorQ

Play Store (Android) - <https://goo.gl/rqsMnr>

App Store (iOS) - <https://goo.gl/DmHpEj>

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*Page 8*

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**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**

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Ref: DAPL/HRD/OCT/23-24

Date:28-OCT-2023

To,

**Dattatray Malhari Vaidya**

At-, Post- Pokhari,

Tal- Ambajogai,

Dist-Beed.

Mob .9604740039.

**Subject: Offer Letter**

We are pleased to offer you the position **Customer Service Representative** on a probation period. You will be attached to our **Dhanik Advisors Pvt Ltd** at **Ambajogai Branch Office** & will be reporting **Branch Manager**. We are all excited about the potential that you will bring to our organization. Your services are transferable too the projects, locations/Offices of the company as per the company demand.

You are required to join us latest by **30/10/2023**, beyond which this offers stands cancelled unless otherwise either party communicates the said delay beforehand.

**The Salary shall be as per below structure :**

	Basic	DA	HRA	Vehicle Allow.	Special Allow.	Gross Salary	Employer PF Contr.	CTC
Monthly	4000	1000	2000	3000	4800	14800	600	15400
Annual	48000	12000	24000	36000	57600	177600	7200	184800

**Employment** – You would be on probation base for a period of six months from the date of Joining. The probation period is expendable at the discretion of management until it is satisfied by reference to your work and conduct during the probation period. You shall be deemed to be on probation until a letter of confirmation in writing is issued to you. The final decision on whether to hire or reduce you will lie with the company. The reserves the right to extend the probationary period in the event that your performance is not up to expectation.

**Termination** -After joining, whenever you have to leave the job, then you have to complete the notice period given by the company. If you do not have to do the notice period, then you will have to deposit one month's salary with the company. Relieving letter will not be issued on your resignation made during the probation period.

Your detailed appointment letter will be issued to you at the time of your joining.

If this employment offer is acceptable to you, please sign a copy of this letter and return it to us.

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**Address:** 1<sup>st</sup> Floor, Late Laxmanrao Gadhe Sankul, Shanti Niketan,  
Nagar, Near union Bank Of India, Jail Road, Buldhana-443001.

Ph: +91-721-895-0192 URL: [www.dhanikadvisors.in](http://www.dhanikadvisors.in) Email: [info@dhanikadvisors.in](mailto:info@dhanikadvisors.in)

+91-820-838-2471

CIN : [U01100MH2017PTC294288](https://www.mca21.com/company/cin/U01100MH2017PTC294288)

**OFFER OF EMPLOYMENT****01-Jun-2023****Dipak Shivaji Pawar**

Gram Panchayat Chanai, Beed, Maharashtra – 432517

**Dear Dipak,**

It was a pleasure meeting with you to discuss a career opportunity and we would like to make you an offer of employment with Suryoday Small Finance Bank (“the Bank”). You will be designated as **Senior Executive** in Band **1C - I**, performing the role of **Sr. Relationship Officer** in **Micro Mortgages** in our organization, based initially at our **Ambajogai** office, reporting to **Branch Manager** or to any other official as decided by the bank from time to time.

Your Initial Fixed Compensation on a Cost-To-Company basis will be **Rs. 22,760** Per Month i.e. **Rs. 273,120** Per Annum as per the structure in the attached Annexure A.

You are required to submit copies of the following documents at the time of joining:

- **RESUME** – Copy of your updated resume
- **EDUCATION CERTIFICATES** – Certified Copies of all Degrees, Diplomas, Training, Etc
- **COLOUR PHOTOGRAPHS** – SIX Passport Sized **WHITE BACKGROUND ONLY**
- **PROOF OF IDENTITY** – Copy of PAN Card and Aadhar Card **MANDATORY**
- **PROOF OF PERMANENT ADDRESS** –Voter ID, Passport (if available).
- If previously employed:
  - **RELIEVING LETTER** from your last employer
  - **LATEST SALARY SLIP** from your last employer
  - **FORM 16** or **TAXABLE INCOME STATEMENT** duly certified by your last employer
  - **WORK EXPERIENCE CERTIFICATES** from ALL previous employers

The following are additionally required for all field employees:

- **DRIVING LICENSE** - Copy
- **VEHICLE RC BOOK** - Copy
- **DECLARATION** that you are authorised to use the vehicle, if not owned by you.

As a token of your acceptance of our offer, you are requested to sign a copy of this letter indicating your joining date and return the same to us within three days beyond which date this offer stands automatically cancelled unless specifically agreed upon by us.

This offer is being made based on the information furnished by you with regard to your qualifications, experience, references, etc and is subject to background verification checks including but not limited to (a) your existing/previous employers, (b) educational institutions, (c) references, (d) police records, etc and with credit bureaus for credit history. By accepting this offer of employment, you are providing your consent to the Bank to carry out such background verification checks and to obtain your credit history from a credit bureau, directly or through a partner organization authorized by the Bank. In the event of any discrepancy found in the information furnished by you or any negative feedback received from the references provided or from the verifications conducted or from the credit bureau report, the Bank reserves the right to revoke this offer of employment and this offer shall automatically stand cancelled.

A detailed appointment letter shall be issued to you at the time of your joining, subject to successful background/verification checks and submission of all necessary documents.

**SURYODAY SMALL FINANCE BANK LIMITED****Reg. & Corp. off:** 1101, Sharda Terraces, Plot. 65, Sector 11, CBD Belapur, Navi Mumbai: 400614 Tel: 022-40435800**E Mail:** info@suryodaybank.com / **Web:** www.suryodaybank.com **CIN:** L65923MH2008PLC261472 / **GSTIN NO:** 27AAMCS5499J1ZG

You are expected to maintain complete confidentiality about your compensation and disclosure of the same will be considered as a breach of the Bank's policy and will be dealt with accordingly.

We look forward to your joining the Suryoday Family and wish you a long and successful career with us.

Yours Sincerely,



**Dhara Vyas**  
**Chief People Officer**

*Note: This is an auto generated document. Hence no signature is required.*

---

I have read and understood your offer and I confirm my acceptance of the same.

I would like to join your bank on \_\_\_\_\_.

I understand that the bank makes an equal contribution for PF and that the deductions are subject to change as per revision by government/statutory authorities and that while the cost-to-company compensation would remain the same, the take home pay may be impacted due to such revisions by government/statutory authorities.

Further, I CONFIRM THAT:

1. There has NOT been any case of fraud, non-compliance or indiscipline reported against me, in any of my previous employments.
2. There has NOT been any case wherein my services were terminated for any reason, in any of my previous employments.
3. The educational qualifications and the work/professional experience mentioned by me are accurate and the supporting documents/certificates submitted by me are genuine.

I give my consent to Suryoday Small Finance Bank Ltd for carrying out various background verification checks as mentioned above.

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_

### Annexure A

PARTICULARS	AMOUNT (PER MONTH)	AMOUNT (PER ANNUM)
<b>Gross Salary</b>		
Basic	13,822	165,864
House Rent Allowance	5,529	66,348
Advance Statutory Bonus	1,750	21,000
<b>Retiral Benefits</b>		
Employer PF Contribution	1,659	19,904
<b>Cost to Company</b>		
CTC Per Month	22,760	273,120
Take Home	19,443	233,313

Net Take home is calculated after Statutory Deductions as applicable from time to time from Gross Salary.

You will be eligible for the other benefits of the Bank such as personal accident, group Mediclaim, group term insurance and gratuity as per the Bank's policy.

### SURYODAY SMALL FINANCE BANK LIMITED

**Reg. & Corp. off:** 1101, Sharda Terraces, Plot. 65, Sector 11, CBD Belapur, Navi Mumbai: 400614 Tel: 022-40435800

**E Mail:** info@suryodaybank.com / **Web:** www.suryodaybank.com **CIN:** L65923MH2008PLC261472 / **GSTIN NO:** 27AAMCS5499J1ZG

# APPOINTMENT LETTER

22/11/2023

HO-Pune

To

**Mr. VASIM IMAM GAVALI,**  
GAVALIPURA  
AMBEJOGI  
BEED, BEED, MAHARASHTRA  
Unit Code: P00ET2  
Unit Name: Pune Head Office

Subject: Appointment Letter: Insurance Consultant (IC) with Bajaj Allianz Life

Dear **Mr. VASIM IMAM GAVALI,**

Congratulations!

This has reference to your application & subsequent discussion with us! We are pleased to offer you the post of Insurance Consultant at Bajaj Allianz Life, one of India's leading private life insurers. You are required to report for duties on or before 29/11/2023. Please find below the terms and conditions of your employment. Please find below the terms and conditions of your employment.

1. Your Agency Code (IC code) is ABLIC1003310432. **Kindly mention your Agency Code** in all your future correspondences with the Company.
2. **Sales Manager/Business Development Manager/Agency Development Partner (ADP)/Relationship Manager (RM)/ Premier Business Associate (PBA)/Branch Manager.**  
You shall be attached to the unit of **USHA SHARMA** Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager. The Company reserves the right to detach any Insurance Agent(IC) from the unit of the Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager specified herein for reasons to be recorded in writing. The Company may attach you with another Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager after such detachment. On account of the exigencies of business, the Company may ask you to work with any other Unit of any other Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager or any other person the Company deems fit.
3. You shall at all times be bound by the Guidelines on Appointment of Insurance Agents, dated 15th April, 2016 issued by the Insurance Regulatory and Development Authority of India ("IRDAI") as well as the Policy approved by the Board of Directors of the Company on appointment of Insurance Agents and all other circular/guidelines/rules/directives applicable upon Insurance Agents, as may be notified/amended from time to time by IRDAI and/or the Company.
4. You shall at all times while working as an Insurance Agent (IC) with the company hold a valid identity card issued by the Company for acting as an Insurance Agent (IC). Your functions as an Insurance Agent (IC) shall be as under.
5. Your business goals:
  - a) You shall solicit and procure life insurance business every year, which shall not be less than the minimum business guarantee norms (MBG norms) prescribed by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year is given as part II of Annexure A of this Letter.

- b) In procuring new life insurance business you shall take into consideration the needs of the proposer/Life to be assured for Life Insurance and his/her capacity to pay the premium. You shall not solicit and procure insurance business without personally meeting a prospect for insurance.
- c) You shall make all reasonable enquiries with regard to the proposer/life to be assured before recommending proposals for insurance. You, being the primary point of contact, shall bring to the notice of the company through the Agent Confidential Report any circumstances which may adversely affect the risk to be underwritten and shall also indicate whether the life assured/prospect is a Politically Exposed Person (PEP) by making all reasonable enquiries about the life assured/prospect.
- d) You shall also collect and submit all KYC documents and other documents, including documents required in compliance of Anti Money Laundering norms of the Company, required for underwriting of the proposal for insurance and bring to the notice of the Company any adverse information or media report of the life assured/prospect known to you.
- e) You are authorized to collect only the full first Premium required for the acceptance of the proposal and the same should be deposited in full without any deductions whatsoever with the company on the same day or not later than 24 hours of collection in accordance with provisions of Section 64VB of the Insurance Act. You shall be responsible for any damage/claim/proceeding arising out of delay in deposit. You are not authorized to collect any money, other than what is mentioned hereinabove, or accept any risk for or on behalf of the Company.
- f) You shall be obliged at all times whether the Company demands or not, to forthwith and without delay whatsoever, render proper account of, and hand over to the Company the amounts so collected by you in the name of the Company from the customers as per the clause (e) above.
- g) You shall receive all papers / documents in fiduciary capacity and shall have no right or lien over the same including no right to set-off the same towards commission or other payments if any.
- h) You shall perform any other Function/s which has not been specified here but specified in various communications, policies, Processes including ICs Rules of the Company as may be issued/amended from time to time by the Company and /or specified in Insurance Act 1938 and/or specified by Insurance Regulatory and Development Authority of India, Telecom Regulatory Authority of India or any other governmental or statutory authority from time to time which shall automatically form part of your functions and would be deemed to have been incorporated in this Appointment Letter. You are required to keep yourself updated about all such communications and directives, process etc., and ignorance shall not be construed as a ground to claim exemption from the application of such communications.
- i) You shall at all times be bound by the Company policy on General conditions for appointment of Insurance Agents, general directives as issued by the Company and communicated to all Insurance Agents through broadcast on IC Portal of the Company or displayed on the Notice Board of the Office of the Company or communicated otherwise by any other mode. You are required to keep yourself updated about all such communications and directives issued and, processes as prescribed by the Company by accessing and visiting the said places and ignorance shall not be construed as a ground to claim exemption.

#### 4. Background Checks

"Your appointment is made relying upon the information furnished and representation made by you from time to time. The Company and any of its employees/representative and/or officials shall be entitled to conduct a background check from all the requisite sources including the centralized lists maintained by the Insurance Development and Regulatory Authority of India (IRDAI) for agents, and if not found suitable or any discrepancy is noted in regards to you or any of the statements, declarations or disclosures made by you, the Company shall have the full right and authority to suspend your appointment and take such further action as deemed necessary in the interest of the Company."

**5. Misrepresentation:**

The Company shall rely on the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you, or any action on your part is found to be in contravention of the code of conduct, the company shall have the right to terminate this appointment as per the terms mentioned in Clause 10.

**6. Commencement of Agency Year:**

Your first agency year is from **22/11/2023** to **30/11/2024**. Subsequent Agency years shall be of 12 months duration. The Company shall have the right to change your agency year to Calendar /Financial year.

**7. Code of Conduct:**

The code of conduct prescribed by the Company and Insurance Regulatory and Development Authority of India from time to time shall be applicable to you and shall be deemed to be a part of your appointment as insurance Agent(IC). Non-observance of code of conduct will make you liable for disciplinary action/ termination. You shall also observe the code of conduct that may be prescribed for the Insurance Agents by the Company from time to time. The Code of Conduct outlined in part I of Annexure-A is only illustrative and not exhaustive.

**8. Commission / Payments:**

Commission on the business procured & completed by you shall be paid as per the relevant provisions of the Company and in accordance with the prescribed Commission structure under the Insurance Act 1938. (This however is subject to change from time to time). The Company shall reserve the right to vary the commission rates from time to time.

In case the contract of insurance for which commission was paid to you has been cancelled for any reason the Company reserves the right to recover the commission already paid to you and also recover other consequential benefits extended to you for the cancelled contract of insurance. For the purposes of making recovery of commission the Company has the first lien on all future commissions and benefits accrued and payable to you for the insurance business solicited by you.

**9. Minimum Business Guarantee Requirement:**

Evaluation of your performance and continuance of your appointment as Insurance Agent(IC) shall be based on achievement of the Minimum Business Guarantee norms laid down by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year along with reinstatement norms is given as part of Annexure A of this Letter. The Company at its sole discretion may modify by increasing or decreasing the Minimum Business Guarantee norms from time to time.

**10. Termination/Suspension/Cessation/Resignation/Surrender of agency:**

- 1)(A) Termination with cause: At any time during your tenure with the Company, the Company may cancel/ suspend this appointment and your engagement as an Insurance Agent (IC), with a prior notice of one month and after giving a reasonable opportunity of being heard, if you:
  - a) Violate the provisions of Insurance Act, 1938 and/or Insurance Regulatory and Development Authority Act, 1999, and/or the applicable rules/regulations/circulars made and amended from time to time

- b) Attract any of the disqualifications mentioned in Section 42 (3) of the Insurance Act, 1938
  - c) Fail to adhere to the code of conduct as stipulated by the Company and/or the code of conduct laid down/amended by the Insurance Regulatory and Development Authority of India.
  - d) Violate any of the terms of this appointment letter
  - e) Fail to furnish any information relating to your activities as an agent as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time.
  - f) Furnish wrong or false information; or conceal or fail to disclose material facts in the application submitted for appointment of agency or at any time during the period when the appointment of agency is valid
  - g) Do not submit periodic returns as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time
  - h) Do not co-operate with any inspection or enquiry conducted by the Insurance Regulatory and Development Authority of India
  - i) Fail to resolve the complaints of the policyholders or fail to give a satisfactory reply to the Insurance Regulatory and Development Authority of India
  - j) Fail to fulfil the prescribed MBG norms
  - k) Fail to adhere to the certification, training, and examination requirements prescribed by the Company from time to time
  - l) Withhold and/or appropriate to your own use and/or purpose any property received for/on behalf of the Company.
- (B) Termination without cause: Company may terminate/suspend this appointment and your engagement with the Company without any cause by giving prior 30 days' notice in writing.
- 2) Prior to cancellation of appointment, a show cause notice shall be issued to you at your address as per the Company's records and/or by email as may be provided to you by the Company for internal communication and/or by an email that may have been recorded with the Company, whereby the Company can call for all information/data as may be deemed necessary. A period as specified in the notice not exceeding 21 days from the date of receipt of such show cause notice shall be given to you to reply to the notice along with copies of documentary or other evidence that you wish to rely or as sought by the Company. The said opportunity shall be used for making necessary submissions before the company for its consideration. 3) The enquiry officer so appointed for conducting the enquiry shall give you reasonable opportunity of hearing to make submissions in support of your reply. In case you wish to appear for the hearing through any person duly authorized by you to present your case, then the same shall be communicated to the Company along with your representation and due approval of the Company shall be sought in this regard. Any request for personal appearance and hearing shall be made along with the reply. 4) In the event of cancellation of your agency, you shall cease to act as an Insurance Agent (IC) of the Company from the date of the final order and shall immediately handover the Appointment Letter and Identity card issued to you, but in no case later than 7 days from date of receipt of the final order of cancellation. The Company reserves the right to initiate appropriate regulatory or legal proceedings if the Appointment Letter and identity card are not received within the timelines stipulated above. 5) In case you are aggrieved by the order of cancellation, you can prefer to submit an appeal to the Company within such time as may be specified by the company and/or IRDAI. 6) you shall not be allowed to log in new business and receive commission on renewal premium pending enquiry and till the issuance of final order. As per the requirements prescribed by the Insurance Regulatory and Development Authority of India ("Authority"), such suspension shall be updated in the Centralized list of agents and list of black-listed agents as maintained by the Authority. 7) During the period of suspension, no benefits under this Appointment Letter shall accrue in your favor. Upon the revocation of suspension

of your engagement as an Agent (IC) under this Appointment Letter and consequently your agency code benefits shall accrue to you from the date of revocation of suspension. The Company in its sole discretion shall decide your entitlement for any benefit payable to you for the period of suspension in case of suspension of your engagement as an Agent (IC).

MBG Norms and Reinstatement norms have been prescribed in Annexure Apart II. MBG norms and Reinstatement Norms as currently laid down may be subject to change at the sole discretion of the Company and shall be intimated to you by broadcast on the portal of the Company designed for agents and/or through your line Managers. 8) Termination shall take place automatically without notice in the event of death. 9) In case you decide to surrender/resign your agency, you shall give the Company one month prior notice to that effect which period or part thereof the Company may waive at its sole discretion depending upon the exigencies of the termination. You are required to furnish the Appointment Letter and Identity Card issued to you by the Company, failing which the Company reserves the right to refuse grant of Cessation certificate.

#### **11. Anti – Bribery Undertakings:**

During the participation in the process to negotiate and create this engagement, as well as during and after performance as per the terms of your appointment you shall not commit, authorize or permit any action which would cause the Company to be in violation of any applicable anti-bribery laws or regulations. This obligation applies in particular to illegitimate payments to prospects, government officials, representatives of public authorities or their associates, families or close friends. You agree that you will neither offer nor give, or agree to give, to any employee, representative or third party acting on behalf of the Company, nor accept, or agree to accept from any employee, representative or third party acting on behalf of the Company, any gift or benefit, be it monetary or otherwise, than the recipient is not legally entitled to with regard to the negotiation, conclusion or the performance of this Appointment Letter. You shall promptly notify the Company, on becoming aware of or having specific suspicion of any corruption with regard to the negotiation, conclusion or the performance of this contract. In case any prohibited payments or gifts are received or made by you as stated herein above, or if the Company has reasonable cause to believe that such payments or gifts have been or are being made, the Company may terminate this engagement with immediate effect.

You shall also not indulge in act which amounts to rebating which is prohibited under the provisions of the Insurance Act, 1938 as amended from time to time.

#### **12. No Employer - Employee Relation:**

There shall be no employer-employee relationship between you and the Company and you shall not be entitled to any payments whatsoever other than the commissions for the proposals secured for the Company. You are not authorized to make any commitments which shall have a binding effect on the Company and any commitments or representations made by you shall be deemed to have been made personally and not on behalf of the Company. In case the Company incurs any loss on account of any wrong and unauthorized representation made by you, the Company shall have the right to recover the losses from you including any levy or penalty as may be levied by any statutory or Regulatory Body. Recovery of losses from you may also be made in the same manner as laid down for recovery of commission paid as mentioned hereinabove or in the manner as may be deemed fit at its sole discretion by the Company in this regard.

#### **13. Disclosure of Family/Relative:**

You must correctly disclose names of all your relatives who are employees of the company or in any way associated with the Company as a service provider. In case it is found that any of your relative is an employee or service provider of the Company which fact had not been disclosed by you on the earliest available opportunity, your engagement/appointment as Insurance Agent (IC) with the Company is liable to be terminated, at the sole discretion of the Company, including forfeiture of any benefits accrued but not paid or accruable to you in future in terms of this contract of agency or in law. The Company also reserves its right to recover any amounts/benefits already paid to you which in view of the Company are made during the period of such non-disclosure is noted.

#### **14. Commission Payments after Termination:**

You shall be paid commissions for the proposals secured till the date of your termination, no renewal commission shall accrue save as provided under the norms laid down by the Company relating to payment of commission after cessation of appointment as an Insurance Agent. Remuneration and Benefits shall be paid to you in accordance with the Company Policy, as amended from time to time.

#### 15. **Other Conditions:**

Notwithstanding the obligation to observe the code of conduct, you shall also bind yourself to observe the conditions as specified below.

- a) You shall conduct your business in a truly professional manner and shall keep yourself informed of the environmental changes both externally & internally.
- b) You shall not adjust/ admit/ comment on any claims whatsoever or give any commitments with reference to the claims on insurance covers issued by the Company. Upon intimation of any claim by the insured(s) or insured's representatives you must immediately inform the Company particularly the Company's claim department about the said claim and simultaneously arrange for the insured or insured's representatives to complete the necessary formalities pertaining to their claim for the Company's immediate attention. Under no circumstances you shall, pay or settle any claim, or admit any liability or institute legal proceedings or represent the Company in legal proceedings in connection with any matter relating to the claims or business of the Company, without prior written approval from the Head Office of the Company.
- c) You shall not publish or cause to be published in any media, print and or web and or electronic, any advertisement concerning the Company or its products without the prior written approval and authority of the Company and further such matter to be published or caused to be published in any media, print or electronic shall be approved in writing by the Company. You shall not distribute any circular or writing concerning the Company and/or its products without the prior written approval of the Company. Any such matter to be published or caused to be published in any type of media whatsoever or any such circular or note concerning the Company shall comply with the IRDAI (Insurance Advertisements & Disclosures) Regulations, 2000 including its amendment of 2010 and/or as may be amended from time to time by the Regulator (IRDAI). If any law suit shall be brought against the Company as a consequence of any unauthorized action or publication or statement of yours or the representative in any media, print, electronic or in any other form or for such action caused by You, all costs, loss or damages arising there from shall be borne by You. In this context, advertisement includes product highlights, calculators, Benefit illustrations premium calculators and any other material which directly or indirectly influences any person to purchase or retain insurance.
- d) You shall indemnify and keep indemnified the Company against all losses incurred by the Company arising out of and in connection with the insurance business solicited and procured by you by practicing fraud or misrepresentation made to the prospect and /or your failure to disclose to the Company such facts within your knowledge, which may adversely affect the risk to be underwritten.
- e) You agree not to represent to any person directly or indirectly, for soliciting insurance business or in any capacity (including employment of Full time, part time, contractual or on-roll, permanent, temporary or Probation) business for any other Life Insurance Company or to procure insurance by or on behalf of other life insurance companies during the currency of this relationship. You shall offer all new business solely and exclusively to the Company.
- f) You shall not directly or indirectly give any rebate of premium or offer any reduction/Inducement to any prospect or accept any remuneration either in cash or kind from any prospect. You shall be terminated if found guilty of rebating. You are requested to note that as per the provisions of Section 41 of the Insurance Act, 1938, any person making default in complying with the provisions of this section shall be liable for penalty which may extend to ten lakhs rupees for which Company reserves the right to recover from you the said penalty amount in the way as it may deems fit including any appropriate legal Action in this regard.
- g) You shall render courteous, prompt and satisfactory service to policyholders.

- h) You shall not interfere with any other proposal introduced by any other Insurance Agent(IC).
- i) You shall take every precaution to protect confidentiality of client information with respect to policy/ies and personal affairs and shall not make public any such information.
- j) You shall maintain utmost confidentiality of the business details shared with you by the Company during the relationship or thereafter.
- k) You shall not make mis-representation or any false or misleading statements in the course of selling or servicing a policy to the prospect/policyholder.
- l) You shall bring to the notice of the Company immediately; in case you attract any disqualification as per Insurance Act 1938 or Regulations of IRDAI to act as an Insurance Agent.
- m) You shall be bound by the insurance Agency rules of the company and any amendments made therein which shall be communicated to you from time to time or posted on the portal of the Company designed for agents and shall be deemed to have been automatically incorporated herein being binding at all times.
- n) You shall bring to the notice of the Insurance Company any proposal made by a prospect or any insurance business that is initially procured by you wherein you have a suspicion of a transaction which involves aspects of Money Laundering. You shall not solicit or procure insurance business which you know is for the purposes of Money Laundering and thereby expose the Company to risk relating to Money Laundering.
- o) You shall be required to comply with the applicable provisions of the Insurance Act, 1938, IRDAI circulars, guidelines, regulations and any directions issued by IRDAI or by the Company and amended thereto from time to time.
- p) You shall not directly or through a tele-caller solicit and procure insurance business through any of the distance marketing mode.

#### 16. **Indemnities:**

Without prejudice to any other rights of the Company you shall indemnify the Company and keep safe and harmless at all times from all costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any claim, attachment, or other legal process or order of any kind which may be served upon the Company by reason of breach by you of any of the conditions of the Code Of Conduct, the insurance agency related rules of the company, violation of laws including but not limited to Insurance laws, and/or any other regulations which may be applicable to the insurance Agents from time to time or any of the Terms of this Agency Appointment Letter. Failure to adhere to any of the obligations of the terms of this engagement by the agent(IC) shall give the Company right to initiate appropriate legal action which shall be in addition to the right of the Company to recover all the monies paid to you and any other losses of any nature, direct or indirect, that the Company incurs including liquidated damages. Any such recovery can be done by withholding of any amounts that may be due or become due in future. The Indemnity shall extend to costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any regulatory or statutory penalty imposed by Insurance Regulatory and Development Authority of India or any other Governmental and Statutory Authority.

#### 17. **Severability**

"If any of the provisions of this Appointment Letter shall be deemed invalid or unenforceable by any court of competent jurisdiction or by any change in the relevant regulations prescribed by the IRDAI, the remainder of this Appointment Letter, other than the portion so deemed invalid or unenforceable, shall remain unaffected thereby and each valid provision and/or terms and conditions of this Appointment Letter shall be enforced to the fullest extent permitted by law."

#### 18. **Jurisdiction:**

This Appointment Letter shall be governed by the laws of India and in the event of any dispute, the courts at Pune shall have the jurisdiction to deal with the matter.

**19. Issuance of Cessation Certificate:**

Cessation Certificate for any purpose shall be issued as per the provisions of the Guidelines on Appointment of Insurance Agents dated 15th April, 2016 issued by IRDAI as well as the Company's policy as applicable and as amended from time to time.

**20. Interpretation**

"Any and all clauses of this Appointment Letter shall be interpreted in accordance with the Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations, 2016 and any and all laws in force in the country."

**21. Lien on Commission:**

Bajaj Allianz Life Insurance Company Limited shall have lien on all commission payable to you under the terms of this Appointment Letter and the Company shall be entitled to recover any amount on account of any loss sustained by the Company arising out of any act or omission on your part or any amount recoverable from you, out of the commission payable to you. This lien shall be exercised by the Company without prejudice to other legal remedy available to the Company in law.

**22. Acceptance:**

It will be deemed that you have accepted the terms and conditions of your appointment, as set out in this Appointment Letter and its Annexures, by logging in an application for the Company's insurance product using your IC Code.

Wishing you all the best in your future career.

Yours faithfully,



Name of the Designated Official: Subhendu Kumar Mishra

## Part I: Code and Conduct

### Annexure A

You shall adhere to the code of conduct specified below at all times during the relationship between you and the Company. This code of conduct shall be read as part of the Appointment Letter and any violation thereof shall entitle the Company to terminate the Agency forthwith without any further notice

#### I) You shall,

- a) Identify yourself at all times as an Insurance Agent (IC) of the Company;
- b) Show the agency identity card to the prospect, and also disclose your agency Appointment Letter to the prospect on demand;
- c) Disseminate the requisite information in respect of insurance products offered for sale by your insurer and take into account the needs of the prospect while recommending a specific insurance plan;
- d) Where you are representing more than one insurance company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect.
- e) Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- f) Indicate the premium to be charged by the insurer for the insurance product offered for sale;
- g) Explain to the prospect the nature of information required in the proposal form by the Company, and also the importance of disclosure of material information in the purchase of an insurance contract;
- h) Bring to the notice of the Company any adverse habits or income inconsistency of the prospect, in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the Company, and any material fact that may adversely affect the underwriting decision of the Company as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- i) Obtain the requisite documents at the time of filling the proposal form and other documents subsequently asked for by the Company for completion of the proposal;
- j) Advise every prospect to effect nomination under the policy
- k) Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- l) Render necessary assistance and advice to every policyholder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- m) Render necessary assistance to the policyholders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company;

#### (II) You shall not,

- a) Solicit or procure insurance business without being appointed to act as such by the Company
- b) Induce the prospect to omit any material information in the proposal form;
- c) Induce the prospect to submit wrong information in the proposal form or documents submitted to the
- d) Company for acceptance of the proposal;  
Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/ policyholder to join a multilevel level marketing scheme.
- e) Behave in a discourteous manner with the prospect;
- f) Interfere with any proposal introduced by any other Insurance Agent;

- g) Offer different rates, advantages, terms and conditions other than those offered by the Company;
- h) Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i) Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j) Apply for fresh agency appointment to act as an Insurance Agent, if your agency appointment was earlier cancelled by the designated official on grounds of fraud, misconduct and/or misrepresentation, and a period of five years has not elapsed from the date of such cancellation;
- k) Become or remain a director of any insurance company;

### **Annexure B**

#### Declaration to abide by the Aadhaar regulations.

I hereby undertake that in addition to any other compliance requirements prescribed under your Appointment Letter as well as otherwise applicable under law, I shall ensure compliance with the below mentioned requirements under Aadhaar (Targeted Delivery of Financial and other subsidies, Benefits and Services) Act, 2016, Aadhaar and other laws (Amendment) Act, 2019 and regulations there under as amended from time to time.

Ensure to obtain consent of the person while collecting his Aadhaar detail.

1. Collection of Aadhaar shall be purpose specific.
2. The Aadhaar holder shall be informed of the alternatives of Aadhaar details for providing identity information.
3. Aadhaar details shall not be shared with any third party unless the Aadhaar holder has been informed about the same in writing.
4. No Aadhaar related information collected shall be published or displayed publicly.
5. The identity information/ Aadhaar details collected shall be kept confidential, secured and protected against any third-party access.

Signature of the witness

**Encl.: 1) Agent Identity Card**

**You shall,**

- a) With a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policyholders within the stipulated time, by giving notice to the policyholder orally and in writing;
- b) Be bound by the insurance agency rules & regulations of the company and the amendments thereof as communicated to you from time to time or posted on the portal of the Company designed for Insurance Agents and such communications shall be deemed to have been incorporated herein being binding at all times.

**Part II: Minimum Business Guarantee Norms of Insurance Agent (IC)**

The Minimum Business Guarantee (MBG) norms stipulated for an Insurance Agent (IC) in his/her Agency Year is given below. MBG norms are however subject to change from time to time. The Company in its sole discretion reserves the right not to enforce Termination of your insurance agency on grounds of non- achievement of Minimum Business Guarantee norms laid down by the Company in any agency year. Agents have to adhere to the following MBG norms during all his/her Agency year, which is given below. An Insurance Agent (IC) is liable for termination or suspension in case he/she fails to achieve the mentioned MBG norms. Lapsed policies and/or the lapse of corresponding Premium shall not be taken into account at the time of MBG assessment.

For further details, please refer to our latest Reinstatement Norms.

Period	MBG norms per Agency Year
Agency Year	a) For the first agency year – Sourcing of at least 1 policy b) For the second agency year and onwards - Sourcing of at least 1 policy, or minimum 2 active customers (other than single premium policy holder), who is sourced by or allotted to the agent, paying all the due renewal premiums on the policy during that agency year

MBG Review will be done every month & in case the criteria for MBG norms are not achieved in a year, the agency shall be suspended.

#### **REINSTATEMENT NORMS FOR THE AGENCY TERMINATED FOR NON ACHIEVEMENT OF MBG.**

For Reinstatement of insurance agency deactivated or suspended on grounds of non-achievement of minimum business validation target as mentioned herein above, you/Agent shall continue to have the right to solicit and procure insurance business for the Company for the purposes of achievement of targets prescribed for reinstatement of your/Agent's insurance agency for which the following business targets are required to be achieved:

Period	MBG norms per Agency Year
For Agency Year wherein MBG was not complied	Application in writing by IC, along with a fresh proposal for at least 1 (One) new policy successfully sourced by Agent and issued by BALIC.i.e. An Agent upon termination/ suspension of his agency can apply for

Reinstatement review will be done every month & in case the Reinstatement norms are not achieved within 30 days from the date of Reinstatement, the agency shall be terminated/deactivated further.

On reinstatement MBG norms needs to be complied for the agency year in which Insurance Code has been reinstated.

Reinstatement of insurance agency terminated or deactivated on grounds of non-achievement of minimum business guarantee norms, can be considered subject to reinstatement norms made. However during the period of deactivation or termination on grounds of non-achievement of MBG norms, the insurance agent will not be allowed to or entitled to receive commission on renewal premium for the business already sourced.

**Mr. VASIM IMAM GAVALI**  
Insurance Consultant



**Agent Code** : ABLC1003310432  
**Contact No.** : 8999246211  
**Date of Issue** : 22/11/2023  
**Date of Expiry** : 30/11/2024



Bajaj Allianz Life Insurance Company Limited.

This card is exclusive property of Bajaj Allianz Life Insurance Co. Ltd.  
If Found, please return to the following address.

**Office Address :**

Bajaj Allianz Life Insurance Co. Ltd., Bajaj Allianz House,  
Airport Road, Yerawada, Pune - 411006.Tel -(091 20) 66026777

Bajaj Allianz Life Insurance Company Limited.  
"To be the best life insurance company to Buy From Work For & Invest In"

# APPOINTMENT LETTER

22/11/2023

HO-Pune

To

**Ms. SAKSHI SURESH SHARMA,**  
HOUSING SOCIETY  
AMBAJOGAI  
AMBAJOGAI BEED, BEED, MAHARASHTRA  
Unit Code: P00ET2  
Unit Name: Pune Head Office

Subject: Appointment Letter: Insurance Consultant (IC) with Bajaj Allianz Life

Dear **Ms. SAKSHI SURESH SHARMA,**

Congratulations!

This has reference to your application & subsequent discussion with us! We are pleased to offer you the post of Insurance Consultant at Bajaj Allianz Life, one of India's leading private life insurers. You are required to report for duties on or before 29/11/2023. Please find below the terms and conditions of your employment. Please find below the terms and conditions of your employment.

1. Your Agency Code (IC code) is ABLIC1003310241. **Kindly mention your Agency Code** in all your future correspondences with the Company.
2. **Sales Manager/Business Development Manager/Agency Development Partner (ADP)/Relationship Manager (RM)/ Premier Business Associate (PBA)/Branch Manager.**  
You shall be attached to the unit of **Chandu Sunil Thakare** Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager. The Company reserves the right to detach any Insurance Agent(IC) from the unit of the Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager specified herein for reasons to be recorded in writing. The Company may attach you with another Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager after such detachment. On account of the exigencies of business, the Company may ask you to work with any other Unit of any other Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager or any other person the Company deems fit.
3. You shall at all times be bound by the Guidelines on Appointment of Insurance Agents, dated 15th April, 2016 issued by the Insurance Regulatory and Development Authority of India ("IRDAI") as well as the Policy approved by the Board of Directors of the Company on appointment of Insurance Agents and all other circular/guidelines/rules/directives applicable upon Insurance Agents, as may be notified/amended from time to time by IRDAI and/or the Company.
4. You shall at all times while working as an Insurance Agent (IC) with the company hold a valid identity card issued by the Company for acting as an Insurance Agent (IC). Your functions as an Insurance Agent (IC) shall be as under.
5. Your business goals:
  - a) You shall solicit and procure life insurance business every year, which shall not be less than the minimum business guarantee norms (MBG norms) prescribed by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year is given as part II of Annexure A of this Letter.

- b) In procuring new life insurance business you shall take into consideration the needs of the proposer/Life to be assured for Life Insurance and his/her capacity to pay the premium. You shall not solicit and procure insurance business without personally meeting a prospect for insurance.
- c) You shall make all reasonable enquiries with regard to the proposer/life to be assured before recommending proposals for insurance. You, being the primary point of contact, shall bring to the notice of the company through the Agent Confidential Report any circumstances which may adversely affect the risk to be underwritten and shall also indicate whether the life assured/prospect is a Politically Exposed Person (PEP) by making all reasonable enquiries about the life assured/prospect.
- d) You shall also collect and submit all KYC documents and other documents, including documents required in compliance of Anti Money Laundering norms of the Company, required for underwriting of the proposal for insurance and bring to the notice of the Company any adverse information or media report of the life assured/prospect known to you.
- e) You are authorized to collect only the full first Premium required for the acceptance of the proposal and the same should be deposited in full without any deductions whatsoever with the company on the same day or not later than 24 hours of collection in accordance with provisions of Section 64VB of the Insurance Act. You shall be responsible for any damage/claim/proceeding arising out of delay in deposit. You are not authorized to collect any money, other than what is mentioned hereinabove, or accept any risk for or on behalf of the Company.
- f) You shall be obliged at all times whether the Company demands or not, to forthwith and without delay whatsoever, render proper account of, and hand over to the Company the amounts so collected by you in the name of the Company from the customers as per the clause (e) above.
- g) You shall receive all papers / documents in fiduciary capacity and shall have no right or lien over the same including no right to set-off the same towards commission or other payments if any.
- h) You shall perform any other Function/s which has not been specified here but specified in various communications, policies, Processes including ICs Rules of the Company as may be issued/amended from time to time by the Company and /or specified in Insurance Act 1938 and/or specified by Insurance Regulatory and Development Authority of India, Telecom Regulatory Authority of India or any other governmental or statutory authority from time to time which shall automatically form part of your functions and would be deemed to have been incorporated in this Appointment Letter. You are required to keep yourself updated about all such communications and directives, process etc., and ignorance shall not be construed as a ground to claim exemption from the application of such communications.
- i) You shall at all times be bound by the Company policy on General conditions for appointment of Insurance Agents, general directives as issued by the Company and communicated to all Insurance Agents through broadcast on IC Portal of the Company or displayed on the Notice Board of the Office of the Company or communicated otherwise by any other mode. You are required to keep yourself updated about all such communications and directives issued and, processes as prescribed by the Company by accessing and visiting the said places and ignorance shall not be construed as a ground to claim exemption.

#### 4. Background Checks

"Your appointment is made relying upon the information furnished and representation made by you from time to time. The Company and any of its employees/representative and/or officials shall be entitled to conduct a background check from all the requisite sources including the centralized lists maintained by the Insurance Development and Regulatory Authority of India (IRDAI) for agents, and if not found suitable or any discrepancy is noted in regards to you or any of the statements, declarations or disclosures made by you, the Company shall have the full right and authority to suspend your appointment and take such further action as deemed necessary in the interest of the Company."

**5. Misrepresentation:**

The Company shall rely on the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you, or any action on your part is found to be in contravention of the code of conduct, the company shall have the right to terminate this appointment as per the terms mentioned in Clause 10.

**6. Commencement of Agency Year:**

Your first agency year is from **22/11/2023 to 30/11/2024**. Subsequent Agency years shall be of 12 months duration. The Company shall have the right to change your agency year to Calendar /Financial year.

**7. Code of Conduct:**

The code of conduct prescribed by the Company and Insurance Regulatory and Development Authority of India from time to time shall be applicable to you and shall be deemed to be a part of your appointment as insurance Agent(IC). Non-observance of code of conduct will make you liable for disciplinary action/ termination. You shall also observe the code of conduct that may be prescribed for the Insurance Agents by the Company from time to time. The Code of Conduct outlined in part I of Annexure-A is only illustrative and not exhaustive.

**8. Commission / Payments:**

Commission on the business procured & completed by you shall be paid as per the relevant provisions of the Company and in accordance with the prescribed Commission structure under the Insurance Act 1938. (This however is subject to change from time to time). The Company shall reserve the right to vary the commission rates from time to time.

In case the contract of insurance for which commission was paid to you has been cancelled for any reason the Company reserves the right to recover the commission already paid to you and also recover other consequential benefits extended to you for the cancelled contract of insurance. For the purposes of making recovery of commission the Company has the first lien on all future commissions and benefits accrued and payable to you for the insurance business solicited by you.

**9. Minimum Business Guarantee Requirement:**

Evaluation of your performance and continuance of your appointment as Insurance Agent(IC) shall be based on achievement of the Minimum Business Guarantee norms laid down by the Company from **time to time. At present, the minimum business guarantee norms prescribed for each agency year** along with reinstatement norms is given as part of Annexure A of this Letter. The Company at its sole discretion may modify by increasing or decreasing the Minimum Business Guarantee norms from time to time.

**10. Termination/Suspension/Cessation/Resignation/Surrender of agency:**

- 1)(A) Termination with cause: At any time during your tenure with the Company, the Company may cancel/ suspend this appointment and your engagement as an Insurance Agent (IC), with a prior notice of one month and after giving a reasonable opportunity of being heard, if you:
  - a) Violate the provisions of Insurance Act, 1938 and/or Insurance Regulatory and Development Authority Act, 1999, and/or the applicable rules/regulations/circulars made and amended from time to time

- b) Attract any of the disqualifications mentioned in Section 42 (3) of the Insurance Act, 1938
  - c) Fail to adhere to the code of conduct as stipulated by the Company and/or the code of conduct laid down/amended by the Insurance Regulatory and Development Authority of India.
  - d) Violate any of the terms of this appointment letter
  - e) Fail to furnish any information relating to your activities as an agent as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time.
  - f) Furnish wrong or false information; or conceal or fail to disclose material facts in the application submitted for appointment of agency or at any time during the period when the appointment of agency is valid
  - g) Do not submit periodic returns as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time
  - h) Do not co-operate with any inspection or enquiry conducted by the Insurance Regulatory and Development Authority of India
  - i) Fail to resolve the complaints of the policyholders or fail to give a satisfactory reply to the Insurance Regulatory and Development Authority of India
  - j) Fail to fulfil the prescribed MBG norms
  - k) Fail to adhere to the certification, training, and examination requirements prescribed by the Company from time to time
  - l) Withhold and/or appropriate to your own use and/or purpose any property received for/on behalf of the Company.
- (B) Termination without cause: Company may terminate/suspend this appointment and your engagement with the Company without any cause by giving prior 30 days' notice in writing.
- 2) Prior to cancellation of appointment, a show cause notice shall be issued to you at your address as per the Company's records and/or by email as may be provided to you by the Company for internal communication and/or by an email that may have been recorded with the Company, whereby the Company can call for all information/data as may be deemed necessary. A period as specified in the notice not exceeding 21 days from the date of receipt of such show cause notice shall be given to you to reply to the notice along with copies of documentary or other evidence that you wish to rely or as sought by the Company. The said opportunity shall be used for making necessary submissions before the company for its consideration. 3) The enquiry officer so appointed for conducting the enquiry shall give you reasonable opportunity of hearing to make submissions in support of your reply. In case you wish to appear for the hearing through any person duly authorized by you to present your case, then the same shall be communicated to the Company along with your representation and due approval of the Company shall be sought in this regard. Any request for personal appearance and hearing shall be made along with the reply. 4) In the event of cancellation of your agency, you shall cease to act as an Insurance Agent (IC) of the Company from the date of the final order and shall immediately handover the Appointment Letter and Identity card issued to you, but in no case later than 7 days from date of receipt of the final order of cancellation. The Company reserves the right to initiate appropriate regulatory or legal proceedings if the Appointment Letter and identity card are not received within the timelines stipulated above. 5) In case you are aggrieved by the order of cancellation, you can prefer to submit an appeal to the Company within such time as may be specified by the company and/or IRDAI. 6) you shall not be allowed to log in new business and receive commission on renewal premium pending enquiry and till the issuance of final order. As per the requirements prescribed by the Insurance Regulatory and Development Authority of India ("Authority"), such suspension shall be updated in the Centralized list of agents and list of black-listed agents as maintained by the Authority. 7) During the period of suspension, no benefits under this Appointment Letter shall accrue in your favor. Upon the revocation of suspension

of your engagement as an Agent (IC) under this Appointment Letter and consequently your agency code benefits shall accrue to you from the date of revocation of suspension. The Company in its sole discretion shall decide your entitlement for any benefit payable to you for the period of suspension in case of suspension of your engagement as an Agent (IC).

MBG Norms and Reinstatement norms have been prescribed in Annexure Apart II. MBG norms and Reinstatement Norms as currently laid down may be subject to change at the sole discretion of the Company and shall be intimated to you by broadcast on the portal of the Company designed for agents and/or through your line Managers. 8) Termination shall take place automatically without notice in the event of death. 9) In case you decide to surrender/resign your agency, you shall give the Company one month prior notice to that effect which period or part thereof the Company may waive at its sole discretion depending upon the exigencies of the termination. You are required to furnish the Appointment Letter and Identity Card issued to you by the Company, failing which the Company reserves the right to refuse grant of Cessation certificate.

#### **11. Anti – Bribery Undertakings:**

During the participation in the process to negotiate and create this engagement, as well as during and after performance as per the terms of your appointment you shall not commit, authorize or permit any action which would cause the Company to be in violation of any applicable anti-bribery laws or regulations. This obligation applies in particular to illegitimate payments to prospects, government officials, representatives of public authorities or their associates, families or close friends. You agree that you will neither offer nor give, or agree to give, to any employee, representative or third party acting on behalf of the Company, nor accept, or agree to accept from any employee, representative or third party acting on behalf of the Company, any gift or benefit, be it monetary or otherwise, than the recipient is not legally entitled to with regard to the negotiation, conclusion or the performance of this Appointment Letter. You shall promptly notify the Company, on becoming aware of or having specific suspicion of any corruption with regard to the negotiation, conclusion or the performance of this contract. In case any prohibited payments or gifts are received or made by you as stated herein above, or if the Company has reasonable cause to believe that such payments or gifts have been or are being made, the Company may terminate this engagement with immediate effect. You shall also not indulge in act which amounts to rebating which is prohibited under the provisions of the Insurance Act, 1938 as amended from time to time.

#### **12. No Employer - Employee Relation:**

There shall be no employer-employee relationship between you and the Company and you shall not be entitled to any payments whatsoever other than the commissions for the proposals secured for the Company. You are not authorized to make any commitments which shall have a binding effect on the Company and any commitments or representations made by you shall be deemed to have been made personally and not on behalf of the Company. In case the Company incurs any loss on account of any wrong and unauthorized representation made by you, the Company shall have the right to recover the losses from you including any levy or penalty as may be levied by any statutory or Regulatory Body. Recovery of losses from you may also be made in the same manner as laid down for recovery of commission paid as mentioned hereinabove or in the manner as may be deemed fit at its sole discretion by the Company in this regard.

#### **13. Disclosure of Family/Relative:**

You must correctly disclose names of all your relatives who are employees of the company or in any way associated with the Company as a service provider. In case it is found that any of your relative is an employee or service provider of the Company which fact had not been disclosed by you on the earliest available opportunity, your engagement/appointment as Insurance Agent (IC) with the Company is liable to be terminated, at the sole discretion of the Company, including forfeiture of any benefits accrued but not paid or accruable to you in future in terms of this contract of agency or in law. The Company also reserves its right to recover any amounts/benefits already paid to you which in view of the Company are made during the period of such non-disclosure is noted.

#### **14. Commission Payments after Termination:**

You shall be paid commissions for the proposals secured till the date of your termination, no renewal commission shall accrue save as provided under the norms laid down by the Company relating to payment of commission after cessation of appointment as an Insurance Agent. Remuneration and Benefits shall be paid to you in accordance with the Company Policy, as amended from time to time.

#### 15. **Other Conditions:**

Notwithstanding the obligation to observe the code of conduct, you shall also bind yourself to observe the conditions as specified below.

- a) You shall conduct your business in a truly professional manner and shall keep yourself informed of the environmental changes both externally & internally.
- b) You shall not adjust/ admit/ comment on any claims whatsoever or give any commitments with reference to the claims on insurance covers issued by the Company. Upon intimation of any claim by the insured(s) or insured's representatives you must immediately inform the Company particularly the Company's claim department about the said claim and simultaneously arrange for the insured or insured's representatives to complete the necessary formalities pertaining to their claim for the Company's immediate attention. Under no circumstances you shall, pay or settle any claim, or admit any liability or institute legal proceedings or represent the Company in legal proceedings in connection with any matter relating to the claims or business of the Company, without prior written approval from the Head Office of the Company.
- c) You shall not publish or cause to be published in any media, print and or web and or electronic, any advertisement concerning the Company or its products without the prior written approval and authority of the Company and further such matter to be published or caused to be published in any media, print or electronic shall be approved in writing by the Company. You shall not distribute any circular or writing concerning the Company and/or its products without the prior written approval of the Company. Any such matter to be published or caused to be published in any type of media whatsoever or any such circular or note concerning the Company shall comply with the IRDAI (Insurance Advertisements & Disclosures) Regulations, 2000 including its amendment of 2010 and/or as may be amended from time to time by the Regulator (IRDAI). If any law suit shall be brought against the Company as a consequence of any unauthorized action or publication or statement of yours or the representative in any media, print, electronic or in any other form or for such action caused by You, all costs, loss or damages arising there from shall be borne by You. In this context, advertisement includes product highlights, calculators, Benefit illustrations premium calculators and any other material which directly or indirectly influences any person to purchase or retain insurance.
- d) You shall indemnify and keep indemnified the Company against all losses incurred by the Company arising out of and in connection with the insurance business solicited and procured by you by practicing fraud or misrepresentation made to the prospect and /or your failure to disclose to the Company such facts within your knowledge, which may adversely affect the risk to be underwritten.
- e) You agree not to represent to any person directly or indirectly, for soliciting insurance business or in any capacity (including employment of Full time, part time, contractual or on-roll, permanent, temporary or Probation) business for any other Life Insurance Company or to procure insurance by or on behalf of other life insurance companies during the currency of this relationship. You shall offer all new business solely and exclusively to the Company.
- f) You shall not directly or indirectly give any rebate of premium or offer any reduction/Inducement to any prospect or accept any remuneration either in cash or kind from any prospect. You shall be terminated if found guilty of rebating. You are requested to note that as per the provisions of Section 41 of the Insurance Act, 1938, any person making default in complying with the provisions of this section shall be liable for penalty which may extend to ten lakhs rupees for which Company reserves the right to recover from you the said penalty amount in the way as it may deems fit including any appropriate legal Action in this regard.
- g) You shall render courteous, prompt and satisfactory service to policyholders.

- h) You shall not interfere with any other proposal introduced by any other Insurance Agent(IC).
- i) You shall take every precaution to protect confidentiality of client information with respect to policy/ies and personal affairs and shall not make public any such information.
- j) You shall maintain utmost confidentiality of the business details shared with you by the Company during the relationship or thereafter.
- k) You shall not make mis-representation or any false or misleading statements in the course of selling or servicing a policy to the prospect/policyholder.
- l) You shall bring to the notice of the Company immediately; in case you attract any disqualification as per Insurance Act 1938 or Regulations of IRDAI to act as an Insurance Agent.
- m) You shall be bound by the insurance Agency rules of the company and any amendments made therein which shall be communicated to you from time to time or posted on the portal of the Company designed for agents and shall be deemed to have been automatically incorporated herein being binding at all times.
- n) You shall bring to the notice of the Insurance Company any proposal made by a prospect or any insurance business that is initially procured by you wherein you have a suspicion of a transaction which involves aspects of Money Laundering. You shall not solicit or procure insurance business which you know is for the purposes of Money Laundering and thereby expose the Company to risk relating to Money Laundering.
- o) You shall be required to comply with the applicable provisions of the Insurance Act, 1938, IRDAI circulars, guidelines, regulations and any directions issued by IRDAI or by the Company and amended thereto from time to time.
- p) You shall not directly or through a tele-caller solicit and procure insurance business through any of the distance marketing mode.

#### 16. **Indemnities:**

Without prejudice to any other rights of the Company you shall indemnify the Company and keep safe and harmless at all times from all costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any claim, attachment, or other legal process or order of any kind which may be served upon the Company by reason of breach by you of any of the conditions of the Code Of Conduct, the insurance agency related rules of the company, violation of laws including but not limited to Insurance laws, and/or any other regulations which may be applicable to the insurance Agents from time to time or any of the Terms of this Agency Appointment Letter. Failure to adhere to any of the obligations of the terms of this engagement by the agent(IC) shall give the Company right to initiate appropriate legal action which shall be in addition to the right of the Company to recover all the monies paid to you and any other losses of any nature, direct or indirect, that the Company incurs including liquidated damages. Any such recovery can be done by withholding of any amounts that may be due or become due in future. The Indemnity shall extend to costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any regulatory or statutory penalty imposed by Insurance Regulatory and Development Authority of India or any other Governmental and Statutory Authority.

#### 17. **Severability**

"If any of the provisions of this Appointment Letter shall be deemed invalid or unenforceable by any court of competent jurisdiction or by any change in the relevant regulations prescribed by the IRDAI, the remainder of this Appointment Letter, other than the portion so deemed invalid or unenforceable, shall remain unaffected thereby and each valid provision and/or terms and conditions of this Appointment Letter shall be enforced to the fullest extent permitted by law."

#### 18. **Jurisdiction:**

This Appointment Letter shall be governed by the laws of India and in the event of any dispute, the courts at Pune shall have the jurisdiction to deal with the matter.

**19. Issuance of Cessation Certificate:**

Cessation Certificate for any purpose shall be issued as per the provisions of the Guidelines on Appointment of Insurance Agents dated 15th April, 2016 issued by IRDAI as well as the Company's policy as applicable and as amended from time to time.

**20. Interpretation**

"Any and all clauses of this Appointment Letter shall be interpreted in accordance with the Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations, 2016 and any and all laws in force in the country."

**21. Lien on Commission:**

Bajaj Allianz Life Insurance Company Limited shall have lien on all commission payable to you under the terms of this Appointment Letter and the Company shall be entitled to recover any amount on account of any loss sustained by the Company arising out of any act or omission on your part or any amount recoverable from you, out of the commission payable to you. This lien shall be exercised by the Company without prejudice to other legal remedy available to the Company in law.

**22. Acceptance:**

It will be deemed that you have accepted the terms and conditions of your appointment, as set out in this Appointment Letter and its Annexures, by logging in an application for the Company's insurance product using your IC Code.

Wishing you all the best in your future career.

Yours faithfully,



Name of the Designated Official: Subhendu Kumar Mishra

## Part I: Code and Conduct

### Annexure A

You shall adhere to the code of conduct specified below at all times during the relationship between you and the Company. This code of conduct shall be read as part of the Appointment Letter and any violation thereof shall entitle the Company to terminate the Agency forthwith without any further notice

#### I) You shall,

- a) Identify yourself at all times as an Insurance Agent (IC) of the Company;
- b) Show the agency identity card to the prospect, and also disclose your agency Appointment Letter to the prospect on demand;
- c) Disseminate the requisite information in respect of insurance products offered for sale by your insurer and take into account the needs of the prospect while recommending a specific insurance plan;
- d) Where you are representing more than one insurance company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect.
- e) Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- f) Indicate the premium to be charged by the insurer for the insurance product offered for sale;
- g) Explain to the prospect the nature of information required in the proposal form by the Company, and also the importance of disclosure of material information in the purchase of an insurance contract;
- h) Bring to the notice of the Company any adverse habits or income inconsistency of the prospect, in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the Company, and any material fact that may adversely affect the underwriting decision of the Company as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- i) Obtain the requisite documents at the time of filling the proposal form and other documents subsequently asked for by the Company for completion of the proposal;
- j) Advise every prospect to effect nomination under the policy
- k) Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- l) Render necessary assistance and advice to every policyholder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- m) Render necessary assistance to the policyholders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company;

#### (II) You shall not,

- a) Solicit or procure insurance business without being appointed to act as such by the Company
- b) Induce the prospect to omit any material information in the proposal form;
- c) Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of the proposal;
- d) Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/ policyholder to join a multilevel level marketing scheme.
- e) Behave in a discourteous manner with the prospect;
- f) Interfere with any proposal introduced by any other Insurance Agent;

- g) Offer different rates, advantages, terms and conditions other than those offered by the Company;
- h) Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i) Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j) Apply for fresh agency appointment to act as an Insurance Agent, if your agency appointment was earlier cancelled by the designated official on grounds of fraud, misconduct and/or misrepresentation, and a period of five years has not elapsed from the date of such cancellation;
- k) Become or remain a director of any insurance company;

#### Annexure B

#### Declaration to abide by the Aadhaar regulations.

I hereby undertake that in addition to any other compliance requirements prescribed under your Appointment Letter as well as otherwise applicable under law, I shall ensure compliance with the below mentioned requirements under Aadhaar (Targeted Delivery of Financial and other subsidies, Benefits and Services) Act, 2016, Aadhaar and other laws (Amendment) Act, 2019 and regulations there under as amended from time to time.

Ensure to obtain consent of the person while collecting his Aadhaar detail.

1. Collection of Aadhaar shall be purpose specific.
2. The Aadhaar holder shall be informed of the alternatives of Aadhaar details for providing identity information.
3. Aadhaar details shall not be shared with any third party unless the Aadhaar holder has been informed about the same in writing.
4. No Aadhaar related information collected shall be published or displayed publicly.
5. The identity information/ Aadhaar details collected shall be kept confidential, secured and protected against any third-party access.

Signature of the witness

#### **Encl.: 1) Agent Identity Card**

**You shall,**

- a) With a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policyholders within the stipulated time, by giving notice to the policyholder orally and in writing;
- b) Be bound by the insurance agency rules & regulations of the company and the amendments thereof as communicated to you from time to time or posted on the portal of the Company designed for Insurance Agents and such communications shall be deemed to have been incorporated herein being binding at all times.

#### **Part II: Minimum Business Guarantee Norms of Insurance Agent (IC)**

The Minimum Business Guarantee (MBG) norms stipulated for an Insurance Agent (IC) in his/her Agency Year is given below. MBG norms are however subject to change from time to time. The Company in its sole discretion reserves the right not to enforce Termination of your insurance agency on grounds of non- achievement of Minimum Business Guarantee norms laid down by the Company in any agency year. Agents have to adhere to the following MBG norms during all his/her Agency year, which is given below. An Insurance Agent (IC) is liable for termination or suspension in case he/she fails to achieve the mentioned MBG norms. Lapsed policies and/or the lapse of corresponding Premium shall not be taken into account at the time of MBG assessment.

For further details, please refer to our latest Reinstatement Norms.

Period	MBG norms per Agency Year
Agency Year	a) For the first agency year – Sourcing of at least 1 policy b) For the second agency year and onwards - Sourcing of at least 1 policy, or minimum 2 active customers (other than single premium policy holder), who is sourced by or allotted to the agent, paying all the due renewal premiums on the policy during that agency year

MBG Review will be done every month & in case the criteria for MBG norms are not achieved in a year, the agency shall be suspended.

#### **REINSTATEMENT NORMS FOR THE AGENCY TERMINATED FOR NON ACHIEVEMENT OF MBG.**

For Reinstatement of insurance agency deactivated or suspended on grounds of non-achievement of minimum business validation target as mentioned herein above, you/Agent shall continue to have the right to solicit and procure insurance business for the Company for the purposes of achievement of targets prescribed for reinstatement of your/Agent's insurance agency for which the following business targets are required to be achieved:

Period	MBG norms per Agency Year
For Agency Year wherein MBG was not complied	Application in writing by IC, along with a fresh proposal for at least 1 (One) new policy successfully sourced by Agent and issued by BALIC.i.e. An Agent upon termination/ suspension of his agency can apply for

Reinstatement review will be done every month & in case the Reinstatement norms are not achieved within 30 days from the date of Reinstatement, the agency shall be terminated/deactivated further.

On reinstatement MBG norms needs to be complied for the agency year in which Insurance Code has been reinstated.

Reinstatement of insurance agency terminated or deactivated on grounds of non-achievement of minimum business guarantee norms, can be considered subject to reinstatement norms made. However during the period of deactivation or termination on grounds of non-achievement of MBG norms, the insurance agent will not be allowed to or entitled to receive commission on renewal premium for the business already sourced.

**Ms. SAKSHI SURESH SHARMA**

Insurance Consultant



**Agent Code** : ABLIC1003310241  
**Contact No.** : 9966505426  
**Date of Issue** : 22/11/2023  
**Date of Expiry** : 30/11/2024



Bajaj Allianz Life Insurance Company Limited.

This card is exclusive property of Bajaj Allianz Life Insurance Co. Ltd.  
If Found, please return to the following address.

**Office Address :**

Bajaj Allianz Life Insurance Co. Ltd., Bajaj Allianz House,  
Airport Road, Yerawada, Pune - 411006.Tel -(091 20) 66026777

Bajaj Allianz Life Insurance Company Limited.  
"To be the best life insurance company to Buy From Work For & Invest In"

# APPOINTMENT LETTER

26/11/2023

HO-Pune

To

**Ms. Sakshi Bhausahab Gulbhile,**  
DIPEWADGAON  
DIPEWADGAON  
DIPEWADGAON BEED, BEED, MAHARASHTRA  
Unit Code: P00ET2  
Unit Name: Pune Head Office

Subject: Appointment Letter: Insurance Consultant (IC) with Bajaj Allianz Life

Dear **Ms. Sakshi Bhausahab Gulbhile,**

Congratulations!

This has reference to your application & subsequent discussion with us! We are pleased to offer you the post of Insurance Consultant at Bajaj Allianz Life, one of India's leading private life insurers. You are required to report for duties on or before 03/12/2023. Please find below the terms and conditions of your employment. Please find below the terms and conditions of your employment.

1. Your Agency Code (IC code) is ABLIC1003311269. **Kindly mention your Agency Code** in all your future correspondences with the Company.
2. **Sales Manager/Business Development Manager/Agency Development Partner (ADP)/Relationship Manager (RM)/ Premier Business Associate (PBA)/Branch Manager.**  
You shall be attached to the unit of **Chandu Sunil Thakare** Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager. The Company reserves the right to detach any Insurance Agent(IC) from the unit of the Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager specified herein for reasons to be recorded in writing. The Company may attach you with another Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager after such detachment. On account of the exigencies of business, the Company may ask you to work with any other Unit of any other Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager or any other person the Company deems fit.
3. You shall at all times be bound by the Guidelines on Appointment of Insurance Agents, dated 15th April, 2016 issued by the Insurance Regulatory and Development Authority of India ("IRDAI") as well as the Policy approved by the Board of Directors of the Company on appointment of Insurance Agents and all other circular/guidelines/rules/directives applicable upon Insurance Agents, as may be notified/amended from time to time by IRDAI and/or the Company.
4. You shall at all times while working as an Insurance Agent (IC) with the company hold a valid identity card issued by the Company for acting as an Insurance Agent (IC). Your functions as an Insurance Agent (IC) shall be as under.
5. Your business goals:
  - a) You shall solicit and procure life insurance business every year, which shall not be less than the minimum business guarantee norms (MBG norms) prescribed by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year is given as part II of Annexure A of this Letter.

- b) In procuring new life insurance business you shall take into consideration the needs of the proposer/Life to be assured for Life Insurance and his/her capacity to pay the premium. You shall not solicit and procure insurance business without personally meeting a prospect for insurance.
- c) You shall make all reasonable enquiries with regard to the proposer/life to be assured before recommending proposals for insurance. You, being the primary point of contact, shall bring to the notice of the company through the Agent Confidential Report any circumstances which may adversely affect the risk to be underwritten and shall also indicate whether the life assured/prospect is a Politically Exposed Person (PEP) by making all reasonable enquiries about the life assured/prospect.
- d) You shall also collect and submit all KYC documents and other documents, including documents required in compliance of Anti Money Laundering norms of the Company, required for underwriting of the proposal for insurance and bring to the notice of the Company any adverse information or media report of the life assured/prospect known to you.
- e) You are authorized to collect only the full first Premium required for the acceptance of the proposal and the same should be deposited in full without any deductions whatsoever with the company on the same day or not later than 24 hours of collection in accordance with provisions of Section 64VB of the Insurance Act. You shall be responsible for any damage/claim/proceeding arising out of delay in deposit. You are not authorized to collect any money, other than what is mentioned hereinabove, or accept any risk for or on behalf of the Company.
- f) You shall be obliged at all times whether the Company demands or not, to forthwith and without delay whatsoever, render proper account of, and hand over to the Company the amounts so collected by you in the name of the Company from the customers as per the clause (e) above.
- g) You shall receive all papers / documents in fiduciary capacity and shall have no right or lien over the same including no right to set-off the same towards commission or other payments if any.
- h) You shall perform any other Function/s which has not been specified here but specified in various communications, policies, Processes including ICs Rules of the Company as may be issued/amended from time to time by the Company and /or specified in Insurance Act 1938 and/or specified by Insurance Regulatory and Development Authority of India, Telecom Regulatory Authority of India or any other governmental or statutory authority from time to time which shall automatically form part of your functions and would be deemed to have been incorporated in this Appointment Letter. You are required to keep yourself updated about all such communications and directives, process etc., and ignorance shall not be construed as a ground to claim exemption from the application of such communications.
- i) You shall at all times be bound by the Company policy on General conditions for appointment of Insurance Agents, general directives as issued by the Company and communicated to all Insurance Agents through broadcast on IC Portal of the Company or displayed on the Notice Board of the Office of the Company or communicated otherwise by any other mode. You are required to keep yourself updated about all such communications and directives issued and, processes as prescribed by the Company by accessing and visiting the said places and ignorance shall not be construed as a ground to claim exemption.

#### 4. Background Checks

"Your appointment is made relying upon the information furnished and representation made by you from time to time. The Company and any of its employees/representative and/or officials shall be entitled to conduct a background check from all the requisite sources including the centralized lists maintained by the Insurance Development and Regulatory Authority of India (IRDAI) for agents, and if not found suitable or any discrepancy is noted in regards to you or any of the statements, declarations or disclosures made by you, the Company shall have the full right and authority to suspend your appointment and take such further action as deemed necessary in the interest of the Company."

**5. Misrepresentation:**

The Company shall rely on the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you, or any action on your part is found to be in contravention of the code of conduct, the company shall have the right to terminate this appointment as per the terms mentioned in Clause 10.

**6. Commencement of Agency Year:**

Your first agency year is from **26/11/2023** to **30/11/2024**. Subsequent Agency years shall be of 12 months duration. The Company shall have the right to change your agency year to Calendar /Financial year.

**7. Code of Conduct:**

The code of conduct prescribed by the Company and Insurance Regulatory and Development Authority of India from time to time shall be applicable to you and shall be deemed to be a part of your appointment as insurance Agent(IC). Non-observance of code of conduct will make you liable for disciplinary action/ termination. You shall also observe the code of conduct that may be prescribed for the Insurance Agents by the Company from time to time. The Code of Conduct outlined in part I of Annexure-A is only illustrative and not exhaustive.

**8. Commission / Payments:**

Commission on the business procured & completed by you shall be paid as per the relevant provisions of the Company and in accordance with the prescribed Commission structure under the Insurance Act 1938. (This however is subject to change from time to time). The Company shall reserve the right to vary the commission rates from time to time.

In case the contract of insurance for which commission was paid to you has been cancelled for any reason the Company reserves the right to recover the commission already paid to you and also recover other consequential benefits extended to you for the cancelled contract of insurance. For the purposes of making recovery of commission the Company has the first lien on all future commissions and benefits accrued and payable to you for the insurance business solicited by you.

**9. Minimum Business Guarantee Requirement:**

Evaluation of your performance and continuance of your appointment as Insurance Agent(IC) shall be based on achievement of the Minimum Business Guarantee norms laid down by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year along with reinstatement norms is given as part of Annexure A of this Letter. The Company at its sole discretion may modify by increasing or decreasing the Minimum Business Guarantee norms from time to time.

**10. Termination/Suspension/Cessation/Resignation/Surrender of agency:**

- 1)(A) Termination with cause: At any time during your tenure with the Company, the Company may cancel/ suspend this appointment and your engagement as an Insurance Agent (IC), with a prior notice of one month and after giving a reasonable opportunity of being heard, if you:
  - a) Violate the provisions of Insurance Act, 1938 and/or Insurance Regulatory and Development Authority Act, 1999, and/or the applicable rules/regulations/circulars made and amended from time to time

- b) Attract any of the disqualifications mentioned in Section 42 (3) of the Insurance Act, 1938
  - c) Fail to adhere to the code of conduct as stipulated by the Company and/or the code of conduct laid down/amended by the Insurance Regulatory and Development Authority of India.
  - d) Violate any of the terms of this appointment letter
  - e) Fail to furnish any information relating to your activities as an agent as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time.
  - f) Furnish wrong or false information; or conceal or fail to disclose material facts in the application submitted for appointment of agency or at any time during the period when the appointment of agency is valid
  - g) Do not submit periodic returns as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time
  - h) Do not co-operate with any inspection or enquiry conducted by the Insurance Regulatory and Development Authority of India
  - i) Fail to resolve the complaints of the policyholders or fail to give a satisfactory reply to the Insurance Regulatory and Development Authority of India
  - j) Fail to fulfil the prescribed MBG norms
  - k) Fail to adhere to the certification, training, and examination requirements prescribed by the Company from time to time
  - l) Withhold and/or appropriate to your own use and/or purpose any property received for/on behalf of the Company.
- (B) Termination without cause: Company may terminate/suspend this appointment and your engagement with the Company without any cause by giving prior 30 days' notice in writing.
- 2) Prior to cancellation of appointment, a show cause notice shall be issued to you at your address as per the Company's records and/or by email as may be provided to you by the Company for internal communication and/or by an email that may have been recorded with the Company, whereby the Company can call for all information/data as may be deemed necessary. A period as specified in the notice not exceeding 21 days from the date of receipt of such show cause notice shall be given to you to reply to the notice along with copies of documentary or other evidence that you wish to rely or as sought by the Company. The said opportunity shall be used for making necessary submissions before the company for its consideration. 3) The enquiry officer so appointed for conducting the enquiry shall give you reasonable opportunity of hearing to make submissions in support of your reply. In case you wish to appear for the hearing through any person duly authorized by you to present your case, then the same shall be communicated to the Company along with your representation and due approval of the Company shall be sought in this regard. Any request for personal appearance and hearing shall be made along with the reply. 4) In the event of cancellation of your agency, you shall cease to act as an Insurance Agent (IC) of the Company from the date of the final order and shall immediately handover the Appointment Letter and Identity card issued to you, but in no case later than 7 days from date of receipt of the final order of cancellation. The Company reserves the right to initiate appropriate regulatory or legal proceedings if the Appointment Letter and identity card are not received within the timelines stipulated above. 5) In case you are aggrieved by the order of cancellation, you can prefer to submit an appeal to the Company within such time as may be specified by the company and/or IRDAI. 6) you shall not be allowed to log in new business and receive commission on renewal premium pending enquiry and till the issuance of final order. As per the requirements prescribed by the Insurance Regulatory and Development Authority of India ("Authority"), such suspension shall be updated in the Centralized list of agents and list of black-listed agents as maintained by the Authority. 7) During the period of suspension, no benefits under this Appointment Letter shall accrue in your favor. Upon the revocation of suspension

of your engagement as an Agent (IC) under this Appointment Letter and consequently your agency code benefits shall accrue to you from the date of revocation of suspension. The Company in its sole discretion shall decide your entitlement for any benefit payable to you for the period of suspension in case of suspension of your engagement as an Agent (IC).

MBG Norms and Reinstatement norms have been prescribed in Annexure Apart II. MBG norms and Reinstatement Norms as currently laid down may be subject to change at the sole discretion of the Company and shall be intimated to you by broadcast on the portal of the Company designed for agents and/or through your line Managers. 8) Termination shall take place automatically without notice in the event of death. 9) In case you decide to surrender/resign your agency, you shall give the Company one month prior notice to that effect which period or part thereof the Company may waive at its sole discretion depending upon the exigencies of the termination. You are required to furnish the Appointment Letter and Identity Card issued to you by the Company, failing which the Company reserves the right to refuse grant of Cessation certificate.

#### **11. Anti – Bribery Undertakings:**

During the participation in the process to negotiate and create this engagement, as well as during and after performance as per the terms of your appointment you shall not commit, authorize or permit any action which would cause the Company to be in violation of any applicable anti-bribery laws or regulations. This obligation applies in particular to illegitimate payments to prospects, government officials, representatives of public authorities or their associates, families or close friends. You agree that you will neither offer nor give, or agree to give, to any employee, representative or third party acting on behalf of the Company, nor accept, or agree to accept from any employee, representative or third party acting on behalf of the Company, any gift or benefit, be it monetary or otherwise, than the recipient is not legally entitled to with regard to the negotiation, conclusion or the performance of this Appointment Letter. You shall promptly notify the Company, on becoming aware of or having specific suspicion of any corruption with regard to the negotiation, conclusion or the performance of this contract. In case any prohibited payments or gifts are received or made by you as stated herein above, or if the Company has reasonable cause to believe that such payments or gifts have been or are being made, the Company may terminate this engagement with immediate effect.

You shall also not indulge in act which amounts to rebating which is prohibited under the provisions of the Insurance Act, 1938 as amended from time to time.

#### **12. No Employer - Employee Relation:**

There shall be no employer-employee relationship between you and the Company and you shall not be entitled to any payments whatsoever other than the commissions for the proposals secured for the Company. You are not authorized to make any commitments which shall have a binding effect on the Company and any commitments or representations made by you shall be deemed to have been made personally and not on behalf of the Company. In case the Company incurs any loss on account of any wrong and unauthorized representation made by you, the Company shall have the right to recover the losses from you including any levy or penalty as may be levied by any statutory or Regulatory Body. Recovery of losses from you may also be made in the same manner as laid down for recovery of commission paid as mentioned hereinabove or in the manner as may be deemed fit at its sole discretion by the Company in this regard.

#### **13. Disclosure of Family/Relative:**

You must correctly disclose names of all your relatives who are employees of the company or in any way associated with the Company as a service provider. In case it is found that any of your relative is an employee or service provider of the Company which fact had not been disclosed by you on the earliest available opportunity, your engagement/appointment as Insurance Agent (IC) with the Company is liable to be terminated, at the sole discretion of the Company, including forfeiture of any benefits accrued but not paid or accruable to you in future in terms of this contract of agency or in law. The Company also reserves its right to recover any amounts/benefits already paid to you which in view of the Company are made during the period of such non-disclosure is noted.

#### **14. Commission Payments after Termination:**

You shall be paid commissions for the proposals secured till the date of your termination, no renewal commission shall accrue save as provided under the norms laid down by the Company relating to payment of commission after cessation of appointment as an Insurance Agent. Remuneration and Benefits shall be paid to you in accordance with the Company Policy, as amended from time to time.

#### 15. **Other Conditions:**

Notwithstanding the obligation to observe the code of conduct, you shall also bind yourself to observe the conditions as specified below.

- a) You shall conduct your business in a truly professional manner and shall keep yourself informed of the environmental changes both externally & internally.
- b) You shall not adjust/ admit/ comment on any claims whatsoever or give any commitments with reference to the claims on insurance covers issued by the Company. Upon intimation of any claim by the insured(s) or insured's representatives you must immediately inform the Company particularly the Company's claim department about the said claim and simultaneously arrange for the insured or insured's representatives to complete the necessary formalities pertaining to their claim for the Company's immediate attention. Under no circumstances you shall, pay or settle any claim, or admit any liability or institute legal proceedings or represent the Company in legal proceedings in connection with any matter relating to the claims or business of the Company, without prior written approval from the Head Office of the Company.
- c) You shall not publish or cause to be published in any media, print and or web and or electronic, any advertisement concerning the Company or its products without the prior written approval and authority of the Company and further such matter to be published or caused to be published in any media, print or electronic shall be approved in writing by the Company. You shall not distribute any circular or writing concerning the Company and/or its products without the prior written approval of the Company. Any such matter to be published or caused to be published in any type of media whatsoever or any such circular or note concerning the Company shall comply with the IRDAI (Insurance Advertisements & Disclosures) Regulations, 2000 including its amendment of 2010 and/or as may be amended from time to time by the Regulator (IRDAI). If any law suit shall be brought against the Company as a consequence of any unauthorized action or publication or statement of yours or the representative in any media, print, electronic or in any other form or for such action caused by You, all costs, loss or damages arising there from shall be borne by You. In this context, advertisement includes product highlights, calculators, Benefit illustrations premium calculators and any other material which directly or indirectly influences any person to purchase or retain insurance.
- d) You shall indemnify and keep indemnified the Company against all losses incurred by the Company arising out of and in connection with the insurance business solicited and procured by you by practicing fraud or misrepresentation made to the prospect and /or your failure to disclose to the Company such facts within your knowledge, which may adversely affect the risk to be underwritten.
- e) You agree not to represent to any person directly or indirectly, for soliciting insurance business or in any capacity (including employment of Full time, part time, contractual or on-roll, permanent, temporary or Probation) business for any other Life Insurance Company or to procure insurance by or on behalf of other life insurance companies during the currency of this relationship. You shall offer all new business solely and exclusively to the Company.
- f) You shall not directly or indirectly give any rebate of premium or offer any reduction/Inducement to any prospect or accept any remuneration either in cash or kind from any prospect. You shall be terminated if found guilty of rebating. You are requested to note that as per the provisions of Section 41 of the Insurance Act, 1938, any person making default in complying with the provisions of this section shall be liable for penalty which may extend to ten lakhs rupees for which Company reserves the right to recover from you the said penalty amount in the way as it may deems fit including any appropriate legal Action in this regard.
- g) You shall render courteous, prompt and satisfactory service to policyholders.

- h) You shall not interfere with any other proposal introduced by any other Insurance Agent(IC).
- i) You shall take every precaution to protect confidentiality of client information with respect to policy/ies and personal affairs and shall not make public any such information.
- j) You shall maintain utmost confidentiality of the business details shared with you by the Company during the relationship or thereafter.
- k) You shall not make mis-representation or any false or misleading statements in the course of selling or servicing a policy to the prospect/policyholder.
- l) You shall bring to the notice of the Company immediately; in case you attract any disqualification as per Insurance Act 1938 or Regulations of IRDAI to act as an Insurance Agent.
- m) You shall be bound by the insurance Agency rules of the company and any amendments made therein which shall be communicated to you from time to time or posted on the portal of the Company designed for agents and shall be deemed to have been automatically incorporated herein being binding at all times.
- n) You shall bring to the notice of the Insurance Company any proposal made by a prospect or any insurance business that is initially procured by you wherein you have a suspicion of a transaction which involves aspects of Money Laundering. You shall not solicit or procure insurance business which you know is for the purposes of Money Laundering and thereby expose the Company to risk relating to Money Laundering.
- o) You shall be required to comply with the applicable provisions of the Insurance Act, 1938, IRDAI circulars, guidelines, regulations and any directions issued by IRDAI or by the Company and amended thereto from time to time.
- p) You shall not directly or through a tele-caller solicit and procure insurance business through any of the distance marketing mode.

#### 16. **Indemnities:**

Without prejudice to any other rights of the Company you shall indemnify the Company and keep safe and harmless at all times from all costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any claim, attachment, or other legal process or order of any kind which may be served upon the Company by reason of breach by you of any of the conditions of the Code Of Conduct, the insurance agency related rules of the company, violation of laws including but not limited to Insurance laws, and/or any other regulations which may be applicable to the insurance Agents from time to time or any of the Terms of this Agency Appointment Letter. Failure to adhere to any of the obligations of the terms of this engagement by the agent(IC) shall give the Company right to initiate appropriate legal action which shall be in addition to the right of the Company to recover all the monies paid to you and any other losses of any nature, direct or indirect, that the Company incurs including liquidated damages. Any such recovery can be done by withholding of any amounts that may be due or become due in future. The Indemnity shall extend to costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any regulatory or statutory penalty imposed by Insurance Regulatory and Development Authority of India or any other Governmental and Statutory Authority.

#### 17. **Severability**

"If any of the provisions of this Appointment Letter shall be deemed invalid or unenforceable by any court of competent jurisdiction or by any change in the relevant regulations prescribed by the IRDAI, the remainder of this Appointment Letter, other than the portion so deemed invalid or unenforceable, shall remain unaffected thereby and each valid provision and/or terms and conditions of this Appointment Letter shall be enforced to the fullest extent permitted by law."

#### 18. **Jurisdiction:**

This Appointment Letter shall be governed by the laws of India and in the event of any dispute, the courts at Pune shall have the jurisdiction to deal with the matter.

**19. Issuance of Cessation Certificate:**

Cessation Certificate for any purpose shall be issued as per the provisions of the Guidelines on Appointment of Insurance Agents dated 15th April, 2016 issued by IRDAI as well as the Company's policy as applicable and as amended from time to time.

**20. Interpretation**

"Any and all clauses of this Appointment Letter shall be interpreted in accordance with the Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations, 2016 and any and all laws in force in the country."

**21. Lien on Commission:**

Bajaj Allianz Life Insurance Company Limited shall have lien on all commission payable to you under the terms of this Appointment Letter and the Company shall be entitled to recover any amount on account of any loss sustained by the Company arising out of any act or omission on your part or any amount recoverable from you, out of the commission payable to you. This lien shall be exercised by the Company without prejudice to other legal remedy available to the Company in law.

**22. Acceptance:**

It will be deemed that you have accepted the terms and conditions of your appointment, as set out in this Appointment Letter and its Annexures, by logging in an application for the Company's insurance product using your IC Code.

Wishing you all the best in your future career.

Yours faithfully,



Name of the Designated Official: Subhendu Kumar Mishra

## Part I: Code and Conduct

### Annexure A

You shall adhere to the code of conduct specified below at all times during the relationship between you and the Company. This code of conduct shall be read as part of the Appointment Letter and any violation thereof shall entitle the Company to terminate the Agency forthwith without any further notice

#### I) You shall,

- a) Identify yourself at all times as an Insurance Agent (IC) of the Company;
- b) Show the agency identity card to the prospect, and also disclose your agency Appointment Letter to the prospect on demand;
- c) Disseminate the requisite information in respect of insurance products offered for sale by your insurer and take into account the needs of the prospect while recommending a specific insurance plan;
- d) Where you are representing more than one insurance company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect.
- e) Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- f) Indicate the premium to be charged by the insurer for the insurance product offered for sale;
- g) Explain to the prospect the nature of information required in the proposal form by the Company, and also the importance of disclosure of material information in the purchase of an insurance contract;
- h) Bring to the notice of the Company any adverse habits or income inconsistency of the prospect, in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the Company, and any material fact that may adversely affect the underwriting decision of the Company as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- i) Obtain the requisite documents at the time of filling the proposal form and other documents subsequently asked for by the Company for completion of the proposal;
- j) Advise every prospect to effect nomination under the policy
- k) Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- l) Render necessary assistance and advice to every policyholder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- m) Render necessary assistance to the policyholders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company;

#### (II) You shall not,

- a) Solicit or procure insurance business without being appointed to act as such by the Company
- b) Induce the prospect to omit any material information in the proposal form;
- c) Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of the proposal;
- d) Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/ policyholder to join a multilevel level marketing scheme.
- e) Behave in a discourteous manner with the prospect;
- f) Interfere with any proposal introduced by any other Insurance Agent;

- g) Offer different rates, advantages, terms and conditions other than those offered by the Company;
- h) Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i) Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j) Apply for fresh agency appointment to act as an Insurance Agent, if your agency appointment was earlier cancelled by the designated official on grounds of fraud, misconduct and/or misrepresentation, and a period of five years has not elapsed from the date of such cancellation;
- k) Become or remain a director of any insurance company;

### **Annexure B**

#### Declaration to abide by the Aadhaar regulations.

I hereby undertake that in addition to any other compliance requirements prescribed under your Appointment Letter as well as otherwise applicable under law, I shall ensure compliance with the below mentioned requirements under Aadhaar (Targeted Delivery of Financial and other subsidies, Benefits and Services) Act, 2016, Aadhaar and other laws (Amendment) Act, 2019 and regulations there under as amended from time to time.

Ensure to obtain consent of the person while collecting his Aadhaar detail.

1. Collection of Aadhaar shall be purpose specific.
2. The Aadhaar holder shall be informed of the alternatives of Aadhaar details for providing identity information.
3. Aadhaar details shall not be shared with any third party unless the Aadhaar holder has been informed about the same in writing.
4. No Aadhaar related information collected shall be published or displayed publicly.
5. The identity information/ Aadhaar details collected shall be kept confidential, secured and protected against any third-party access.

Signature of the witness

**Encl.: 1) Agent Identity Card**

**You shall,**

- a) With a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policyholders within the stipulated time, by giving notice to the policyholder orally and in writing;
- b) Be bound by the insurance agency rules & regulations of the company and the amendments thereof as communicated to you from time to time or posted on the portal of the Company designed for Insurance Agents and such communications shall be deemed to have been incorporated herein being binding at all times.

**Part II: Minimum Business Guarantee Norms of Insurance Agent (IC)**

The Minimum Business Guarantee (MBG) norms stipulated for an Insurance Agent (IC) in his/her Agency Year is given below. MBG norms are however subject to change from time to time. The Company in its sole discretion reserves the right not to enforce Termination of your insurance agency on grounds of non- achievement of Minimum Business Guarantee norms laid down by the Company in any agency year. Agents have to adhere to the following MBG norms during all his/her Agency year, which is given below. An Insurance Agent (IC) is liable for termination or suspension in case he/she fails to achieve the mentioned MBG norms. Lapsed policies and/or the lapse of corresponding Premium shall not be taken into account at the time of MBG assessment.

For further details, please refer to our latest Reinstatement Norms.

Period	MBG norms per Agency Year
Agency Year	a) For the first agency year – Sourcing of at least 1 policy b) For the second agency year and onwards - Sourcing of at least 1 policy, or minimum 2 active customers (other than single premium policy holder), who is sourced by or allotted to the agent, paying all the due renewal premiums on the policy during that agency year

MBG Review will be done every month & in case the criteria for MBG norms are not achieved in a year, the agency shall be suspended.

#### **REINSTATEMENT NORMS FOR THE AGENCY TERMINATED FOR NON ACHIEVEMENT OF MBG.**

For Reinstatement of insurance agency deactivated or suspended on grounds of non-achievement of minimum business validation target as mentioned herein above, you/Agent shall continue to have the right to solicit and procure insurance business for the Company for the purposes of achievement of targets prescribed for reinstatement of your/Agent's insurance agency for which the following business targets are required to be achieved:

Period	MBG norms per Agency Year
For Agency Year wherein MBG was not complied	Application in writing by IC, along with a fresh proposal for at least 1 (One) new policy successfully sourced by Agent and issued by BALIC.i.e. An Agent upon termination/ suspension of his agency can apply for


Reinstatement review will be done every month & in case the Reinstatement norms are not achieved within 30 days from the date of Reinstatement, the agency shall be terminated/deactivated further.

On reinstatement MBG norms needs to be complied for the agency year in which Insurance Code has been reinstated.

Reinstatement of insurance agency terminated or deactivated on grounds of non-achievement of minimum business guarantee norms, can be considered subject to reinstatement norms made. However during the period of deactivation or termination on grounds of non-achievement of MBG norms, the insurance agent will not be allowed to or entitled to receive commission on renewal premium for the business already sourced.

**Ms. Sakshi Bhausaheb Gulbhile**  
Insurance Consultant



  
LIFE GOALS. DONE.  
Agent Code : ABLC1003311269  
Contact No. : 8975805106  
Date of Issue : 26/11/2023  
Date of Expiry : 30/11/2024

Bajaj Allianz Life Insurance Company Limited.

This card is exclusive property of Bajaj Allianz Life Insurance Co. Ltd.  
If Found, please return to the following address.

**Office Address :**

Bajaj Allianz Life Insurance Co. Ltd., Bajaj Allianz House,  
Airport Road, Yerawada, Pune - 411006.Tel -(091 20) 66026777

Bajaj Allianz Life Insurance Company Limited.  
"To be the best life insurance company to Buy From Work For & Invest In"

# APPOINTMENT LETTER

26/11/2023

HO-Pune

To

**Ms. PRATIKSHA VIJAY MASKE,**  
SANT KABIR NAGAR  
AMBEJOGAI  
BEED, BEED, MAHARASHTRA  
Unit Code: P00ET2  
Unit Name: Pune Head Office

Subject: Appointment Letter: Insurance Consultant (IC) with Bajaj Allianz Life

Dear **Ms. PRATIKSHA VIJAY MASKE,**

Congratulations!

This has reference to your application & subsequent discussion with us! We are pleased to offer you the post of Insurance Consultant at Bajaj Allianz Life, one of India's leading private life insurers. You are required to report for duties on or before 03/12/2023. Please find below the terms and conditions of your employment. Please find below the terms and conditions of your employment.

1. Your Agency Code (IC code) is ABLIC1003311204. **Kindly mention your Agency Code** in all your future correspondences with the Company.
2. **Sales Manager/Business Development Manager/Agency Development Partner (ADP)/Relationship Manager (RM)/ Premier Business Associate (PBA)/Branch Manager.**  
You shall be attached to the unit of **Shivam Chaudhary** Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager. The Company reserves the right to detach any Insurance Agent(IC) from the unit of the Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager specified herein for reasons to be recorded in writing. The Company may attach you with another Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager after such detachment. On account of the exigencies of business, the Company may ask you to work with any other Unit of any other Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager or any other person the Company deems fit.
3. You shall at all times be bound by the Guidelines on Appointment of Insurance Agents, dated 15th April, 2016 issued by the Insurance Regulatory and Development Authority of India ("IRDAI") as well as the Policy approved by the Board of Directors of the Company on appointment of Insurance Agents and all other circular/guidelines/rules/directives applicable upon Insurance Agents, as may be notified/amended from time to time by IRDAI and/or the Company.
4. You shall at all times while working as an Insurance Agent (IC) with the company hold a valid identity card issued by the Company for acting as an Insurance Agent (IC). Your functions as an Insurance Agent (IC) shall be as under.
5. Your business goals:
  - a) You shall solicit and procure life insurance business every year, which shall not be less than the minimum business guarantee norms (MBG norms) prescribed by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year is given as part II of Annexure A of this Letter.

- b) In procuring new life insurance business you shall take into consideration the needs of the proposer/Life to be assured for Life Insurance and his/her capacity to pay the premium. You shall not solicit and procure insurance business without personally meeting a prospect for insurance.
- c) You shall make all reasonable enquiries with regard to the proposer/life to be assured before recommending proposals for insurance. You, being the primary point of contact, shall bring to the notice of the company through the Agent Confidential Report any circumstances which may adversely affect the risk to be underwritten and shall also indicate whether the life assured/prospect is a Politically Exposed Person (PEP) by making all reasonable enquiries about the life assured/prospect.
- d) You shall also collect and submit all KYC documents and other documents, including documents required in compliance of Anti Money Laundering norms of the Company, required for underwriting of the proposal for insurance and bring to the notice of the Company any adverse information or media report of the life assured/prospect known to you.
- e) You are authorized to collect only the full first Premium required for the acceptance of the proposal and the same should be deposited in full without any deductions whatsoever with the company on the same day or not later than 24 hours of collection in accordance with provisions of Section 64VB of the Insurance Act. You shall be responsible for any damage/claim/proceeding arising out of delay in deposit. You are not authorized to collect any money, other than what is mentioned hereinabove, or accept any risk for or on behalf of the Company.
- f) You shall be obliged at all times whether the Company demands or not, to forthwith and without delay whatsoever, render proper account of, and hand over to the Company the amounts so collected by you in the name of the Company from the customers as per the clause (e) above.
- g) You shall receive all papers / documents in fiduciary capacity and shall have no right or lien over the same including no right to set-off the same towards commission or other payments if any.
- h) You shall perform any other Function/s which has not been specified here but specified in various communications, policies, Processes including ICs Rules of the Company as may be issued/amended from time to time by the Company and /or specified in Insurance Act 1938 and/or specified by Insurance Regulatory and Development Authority of India, Telecom Regulatory Authority of India or any other governmental or statutory authority from time to time which shall automatically form part of your functions and would be deemed to have been incorporated in this Appointment Letter. You are required to keep yourself updated about all such communications and directives, process etc., and ignorance shall not be construed as a ground to claim exemption from the application of such communications.
- i) You shall at all times be bound by the Company policy on General conditions for appointment of Insurance Agents, general directives as issued by the Company and communicated to all Insurance Agents through broadcast on IC Portal of the Company or displayed on the Notice Board of the Office of the Company or communicated otherwise by any other mode. You are required to keep yourself updated about all such communications and directives issued and, processes as prescribed by the Company by accessing and visiting the said places and ignorance shall not be construed as a ground to claim exemption.

#### 4. Background Checks

"Your appointment is made relying upon the information furnished and representation made by you from time to time. The Company and any of its employees/representative and/or officials shall be entitled to conduct a background check from all the requisite sources including the centralized lists maintained by the Insurance Development and Regulatory Authority of India (IRDAI) for agents, and if not found suitable or any discrepancy is noted in regards to you or any of the statements, declarations or disclosures made by you, the Company shall have the full right and authority to suspend your appointment and take such further action as deemed necessary in the interest of the Company."

**5. Misrepresentation:**

The Company shall rely on the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you, or any action on your part is found to be in contravention of the code of conduct, the company shall have the right to terminate this appointment as per the terms mentioned in Clause 10.

**6. Commencement of Agency Year:**

Your first agency year is from **26/11/2023** to **30/11/2024**. Subsequent Agency years shall be of 12 months duration. The Company shall have the right to change your agency year to Calendar /Financial year.

**7. Code of Conduct:**

The code of conduct prescribed by the Company and Insurance Regulatory and Development Authority of India from time to time shall be applicable to you and shall be deemed to be a part of your appointment as insurance Agent(IC). Non-observance of code of conduct will make you liable for disciplinary action/ termination. You shall also observe the code of conduct that may be prescribed for the Insurance Agents by the Company from time to time. The Code of Conduct outlined in part I of Annexure-A is only illustrative and not exhaustive.

**8. Commission / Payments:**

Commission on the business procured & completed by you shall be paid as per the relevant provisions of the Company and in accordance with the prescribed Commission structure under the Insurance Act 1938. (This however is subject to change from time to time). The Company shall reserve the right to vary the commission rates from time to time.

In case the contract of insurance for which commission was paid to you has been cancelled for any reason the Company reserves the right to recover the commission already paid to you and also recover other consequential benefits extended to you for the cancelled contract of insurance. For the purposes of making recovery of commission the Company has the first lien on all future commissions and benefits accrued and payable to you for the insurance business solicited by you.

**9. Minimum Business Guarantee Requirement:**

Evaluation of your performance and continuance of your appointment as Insurance Agent(IC) shall be based on achievement of the Minimum Business Guarantee norms laid down by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year along with reinstatement norms is given as part of Annexure A of this Letter. The Company at its sole discretion may modify by increasing or decreasing the Minimum Business Guarantee norms from time to time.

**10. Termination/Suspension/Cessation/Resignation/Surrender of agency:**

- 1)(A) **Termination with cause:** At any time during your tenure with the Company, the Company may cancel/ suspend this appointment and your engagement as an Insurance Agent (IC), with a prior notice of one month and after giving a reasonable opportunity of being heard, if you:
  - a) Violate the provisions of Insurance Act, 1938 and/or Insurance Regulatory and Development Authority the applicable rules/regulations/circulars made and amended from time to time

- b) Attract any of the disqualifications mentioned in Section 42 (3) of the Insurance Act, 1938
  - c) Fail to adhere to the code of conduct as stipulated by the Company and/or the code of conduct laid down/amended by the Insurance Regulatory and Development Authority of India.
  - d) Violate any of the terms of this appointment letter
  - e) Fail to furnish any information relating to your activities as an agent as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time.
  - f) Furnish wrong or false information; or conceal or fail to disclose material facts in the application submitted for appointment of agency or at any time during the period when the appointment of agency is valid
  - g) Do not submit periodic returns as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time
  - h) Do not co-operate with any inspection or enquiry conducted by the Insurance Regulatory and Development Authority of India
  - i) Fail to resolve the complaints of the policyholders or fail to give a satisfactory reply to the Insurance Regulatory and Development Authority of India
  - j) Fail to fulfil the prescribed MBG norms
  - k) Fail to adhere to the certification, training, and examination requirements prescribed by the Company from time to time
  - l) Withhold and/or appropriate to your own use and/or purpose any property received for/on behalf of the Company.
- (B) Termination without cause: Company may terminate/suspend this appointment and your engagement with the Company without any cause by giving prior 30 days' notice in writing.
- 2) Prior to cancellation of appointment, a show cause notice shall be issued to you at your address as per the Company's records and/or by email as may be provided to you by the Company for internal communication and/or by an email that may have been recorded with the Company, whereby the Company can call for all information/data as may be deemed necessary. A period as specified in the notice not exceeding 21 days from the date of receipt of such show cause notice shall be given to you to reply to the notice along with copies of documentary or other evidence that you wish to rely or as sought by the Company. The said opportunity shall be used for making necessary submissions before the company for its consideration. 3) The enquiry officer so appointed for conducting the enquiry shall give you reasonable opportunity of hearing to make submissions in support of your reply. In case you wish to appear for the hearing through any person duly authorized by you to present your case, then the same shall be communicated to the Company along with your representation and due approval of the Company shall be sought in this regard. Any request for personal appearance and hearing shall be made along with the reply. 4) In the event of cancellation of your agency, you shall cease to act as an Insurance Agent (IC) of the Company from the date of the final order and shall immediately handover the Appointment Letter and Identity card issued to you, but in no case later than 7 days from date of receipt of the final order of cancellation. The Company reserves the right to initiate appropriate regulatory or legal proceedings if the Appointment Letter and identity card are not received within the timelines stipulated above. 5) In case you are aggrieved by the order of cancellation, you can prefer to submit an appeal to the Company within such time as may be specified by the company and/or IRDAI. 6) you shall not be allowed to log in new business and receive commission on renewal premium pending enquiry and till the issuance of final order. As per the requirements prescribed by the Insurance Regulatory and Development Authority of India ("Authority"), such suspension shall be updated in the Centralized list of agents and list of black-listed agents as maintained by the Authority. 7) During the period of suspension, no benefits under this Appointment Letter shall accrue in your favor. Upon the revocation of suspension

of your engagement as an Agent (IC) under this Appointment Letter and consequently your agency code benefits shall accrue to you from the date of revocation of suspension. The Company in its sole discretion shall decide your entitlement for any benefit payable to you for the period of suspension in case of suspension of your engagement as an Agent (IC).

MBG Norms and Reinstatement norms have been prescribed in Annexure Apart II. MBG norms and Reinstatement Norms as currently laid down may be subject to change at the sole discretion of the Company and shall be intimated to you by broadcast on the portal of the Company designed for agents and/or through your line Managers. 8) Termination shall take place automatically without notice in the event of death. 9) In case you decide to surrender/resign your agency, you shall give the Company one month prior notice to that effect which period or part thereof the Company may waive at its sole discretion depending upon the exigencies of the termination. You are required to furnish the Appointment Letter and Identity Card issued to you by the Company, failing which the Company reserves the right to refuse grant of Cessation certificate.

#### **11. Anti – Bribery Undertakings:**

During the participation in the process to negotiate and create this engagement, as well as during and after performance as per the terms of your appointment you shall not commit, authorize or permit any action which would cause the Company to be in violation of any applicable anti-bribery laws or regulations. This obligation applies in particular to illegitimate payments to prospects, government officials, representatives of public authorities or their associates, families or close friends. You agree that you will neither offer nor give, or agree to give, to any employee, representative or third party acting on behalf of the Company, nor accept, or agree to accept from any employee, representative or third party acting on behalf of the Company, any gift or benefit, be it monetary or otherwise, than the recipient is not legally entitled to with regard to the negotiation, conclusion or the performance of this Appointment Letter. You shall promptly notify the Company, on becoming aware of or having specific suspicion of any corruption with regard to the negotiation, conclusion or the performance of this contract. In case any prohibited payments or gifts are received or made by you as stated herein above, or if the Company has reasonable cause to believe that such payments or gifts have been or are being made, the Company may terminate this engagement with immediate effect.

You shall also not indulge in act which amounts to rebating which is prohibited under the provisions of the Insurance Act, 1938 as amended from time to time.

#### **12. No Employer - Employee Relation:**

There shall be no employer-employee relationship between you and the Company and you shall not be entitled to any payments whatsoever other than the commissions for the proposals secured for the Company. You are not authorized to make any commitments which shall have a binding effect on the Company and any commitments or representations made by you shall be deemed to have been made personally and not on behalf of the Company. In case the Company incurs any loss on account of any wrong and unauthorized representation made by you, the Company shall have the right to recover the losses from you including any levy or penalty as may be levied by any statutory or Regulatory Body. Recovery of losses from you may also be made in the same manner as laid down for recovery of commission paid as mentioned hereinabove or in the manner as may be deemed fit at its sole discretion by the Company in this regard.

#### **13. Disclosure of Family/Relative:**

You must correctly disclose names of all your relatives who are employees of the company or in any way associated with the Company as a service provider. In case it is found that any of your relative is an employee or service provider of the Company which fact had not been disclosed by you on the earliest available opportunity, your engagement/appointment as Insurance Agent (IC) with the Company is liable to be terminated, at the sole discretion of the Company, including forfeiture of any benefits accrued but not paid or accruable to you in future in terms of this contract of agency or in law. The Company also reserves its right to recover any amounts/benefits already paid to you which in view of the Company are made during the period of such non-disclosure is noted.

#### **14. Commission Payments after Termination:**

You shall be paid commissions for the proposals secured till the date of your termination, no renewal commission shall accrue save as provided under the norms laid down by the Company relating to payment of commission after cessation of appointment as an Insurance Agent. Remuneration and Benefits shall be paid to you in accordance with the Company Policy, as amended from time to time.

#### 15. **Other Conditions:**

Notwithstanding the obligation to observe the code of conduct, you shall also bind yourself to observe the conditions as specified below.

- a) You shall conduct your business in a truly professional manner and shall keep yourself informed of the environmental changes both externally & internally.
- b) You shall not adjust/ admit/ comment on any claims whatsoever or give any commitments with reference to the claims on insurance covers issued by the Company. Upon intimation of any claim by the insured(s) or insured's representatives you must immediately inform the Company particularly the Company's claim department about the said claim and simultaneously arrange for the insured or insured's representatives to complete the necessary formalities pertaining to their claim for the Company's immediate attention. Under no circumstances you shall, pay or settle any claim, or admit any liability or institute legal proceedings or represent the Company in legal proceedings in connection with any matter relating to the claims or business of the Company, without prior written approval from the Head Office of the Company.
- c) You shall not publish or cause to be published in any media, print and or web and or electronic, any advertisement concerning the Company or its products without the prior written approval and authority of the Company and further such matter to be published or caused to be published in any media, print or electronic shall be approved in writing by the Company. You shall not distribute any circular or writing concerning the Company and/or its products without the prior written approval of the Company. Any such matter to be published or caused to be published in any type of media whatsoever or any such circular or note concerning the Company shall comply with the IRDAI (Insurance Advertisements & Disclosures) Regulations, 2000 including its amendment of 2010 and/or as may be amended from time to time by the Regulator (IRDAI). If any law suit shall be brought against the Company as a consequence of any unauthorized action or publication or statement of yours or the representative in any media, print, electronic or in any other form or for such action caused by You, all costs, loss or damages arising there from shall be borne by You. In this context, advertisement includes product highlights, calculators, Benefit illustrations premium calculators and any other material which directly or indirectly influences any person to purchase or retain insurance.
- d) You shall indemnify and keep indemnified the Company against all losses incurred by the Company arising out of and in connection with the insurance business solicited and procured by you by practicing fraud or misrepresentation made to the prospect and /or your failure to disclose to the Company such facts within your knowledge, which may adversely affect the risk to be underwritten.
- e) You agree not to represent to any person directly or indirectly, for soliciting insurance business or in any capacity (including employment of Full time, part time, contractual or on-roll, permanent, temporary or Probation) business for any other Life Insurance Company or to procure insurance by or on behalf of other life insurance companies during the currency of this relationship. You shall offer all new business solely and exclusively to the Company.
- f) You shall not directly or indirectly give any rebate of premium or offer any reduction/Inducement to any prospect or accept any remuneration either in cash or kind from any prospect. You shall be terminated if found guilty of rebating. You are requested to note that as per the provisions of Section 41 of the Insurance Act, 1938, any person making default in complying with the provisions of this section shall be liable for penalty which may extend to ten lakhs rupees for which Company reserves the right to recover from you the said penalty amount in the way as it may deems fit including any appropriate legal Action in this regard.
- g) You shall render courteous, prompt and satisfactory service to policyholders.

- h) You shall not interfere with any other proposal introduced by any other Insurance Agent(IC).
- i) You shall take every precaution to protect confidentiality of client information with respect to policy/ies and personal affairs and shall not make public any such information.
- j) You shall maintain utmost confidentiality of the business details shared with you by the Company during the relationship or thereafter.
- k) You shall not make mis-representation or any false or misleading statements in the course of selling or servicing a policy to the prospect/policyholder.
- l) You shall bring to the notice of the Company immediately; in case you attract any disqualification as per Insurance Act 1938 or Regulations of IRDAI to act as an Insurance Agent.
- m) You shall be bound by the insurance Agency rules of the company and any amendments made therein which shall be communicated to you from time to time or posted on the portal of the Company designed for agents and shall be deemed to have been automatically incorporated herein being binding at all times.
- n) You shall bring to the notice of the Insurance Company any proposal made by a prospect or any insurance business that is initially procured by you wherein you have a suspicion of a transaction which involves aspects of Money Laundering. You shall not solicit or procure insurance business which you know is for the purposes of Money Laundering and thereby expose the Company to risk relating to Money Laundering.
- o) You shall be required to comply with the applicable provisions of the Insurance Act, 1938, IRDAI circulars, guidelines, regulations and any directions issued by IRDAI or by the Company and amended thereto from time to time.
- p) You shall not directly or through a tele-caller solicit and procure insurance business through any of the distance marketing mode.

#### 16. **Indemnities:**

Without prejudice to any other rights of the Company you shall indemnify the Company and keep safe and harmless at all times from all costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any claim, attachment, or other legal process or order of any kind which may be served upon the Company by reason of breach by you of any of the conditions of the Code Of Conduct, the insurance agency related rules of the company, violation of laws including but not limited to Insurance laws, and/or any other regulations which may be applicable to the insurance Agents from time to time or any of the Terms of this Agency Appointment Letter. Failure to adhere to any of the obligations of the terms of this engagement by the agent(IC) shall give the Company right to initiate appropriate legal action which shall be in addition to the right of the Company to recover all the monies paid to you and any other losses of any nature, direct or indirect, that the Company incurs including liquidated damages. Any such recovery can be done by withholding of any amounts that may be due or become due in future. The Indemnity shall extend to costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any regulatory or statutory penalty imposed by Insurance Regulatory and Development Authority of India or any other Governmental and Statutory Authority.

#### 17. **Severability**

"If any of the provisions of this Appointment Letter shall be deemed invalid or unenforceable by any court of competent jurisdiction or by any change in the relevant regulations prescribed by the IRDAI, the remainder of this Appointment Letter, other than the portion so deemed invalid or unenforceable, shall remain unaffected thereby and each valid provision and/or terms and conditions of this Appointment Letter shall be enforced to the fullest extent permitted by law."

#### 18. **Jurisdiction:**

This Appointment Letter shall be governed by the laws of India and in the event of any dispute, the courts at Pune shall have the jurisdiction to deal with the matter.

**19. Issuance of Cessation Certificate:**

Cessation Certificate for any purpose shall be issued as per the provisions of the Guidelines on Appointment of Insurance Agents dated 15th April, 2016 issued by IRDAI as well as the Company's policy as applicable and as amended from time to time.

**20. Interpretation**

"Any and all clauses of this Appointment Letter shall be interpreted in accordance with the Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations, 2016 and any and all laws in force in the country."

**21. Lien on Commission:**

Bajaj Allianz Life Insurance Company Limited shall have lien on all commission payable to you under the terms of this Appointment Letter and the Company shall be entitled to recover any amount on account of any loss sustained by the Company arising out of any act or omission on your part or any amount recoverable from you, out of the commission payable to you. This lien shall be exercised by the Company without prejudice to other legal remedy available to the Company in law.

**22. Acceptance:**

It will be deemed that you have accepted the terms and conditions of your appointment, as set out in this Appointment Letter and its Annexures, by logging in an application for the Company's insurance product using your IC Code.

Wishing you all the best in your future career.

Yours faithfully,



Name of the Designated Official: Subhendu Kumar Mishra

## Part I: Code and Conduct

### Annexure A

You shall adhere to the code of conduct specified below at all times during the relationship between you and the Company. This code of conduct shall be read as part of the Appointment Letter and any violation thereof shall entitle the Company to terminate the Agency forthwith without any further notice

#### I) You shall,

- a) Identify yourself at all times as an Insurance Agent (IC) of the Company;
- b) Show the agency identity card to the prospect, and also disclose your agency Appointment Letter to the prospect on demand;
- c) Disseminate the requisite information in respect of insurance products offered for sale by your insurer and take into account the needs of the prospect while recommending a specific insurance plan;
- d) Where you are representing more than one insurance company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect.
- e) Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- f) Indicate the premium to be charged by the insurer for the insurance product offered for sale;
- g) Explain to the prospect the nature of information required in the proposal form by the Company, and also the importance of disclosure of material information in the purchase of an insurance contract;
- h) Bring to the notice of the Company any adverse habits or income inconsistency of the prospect, in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the Company, and any material fact that may adversely affect the underwriting decision of the Company as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- i) Obtain the requisite documents at the time of filling the proposal form and other documents subsequently asked for by the Company for completion of the proposal;
- j) Advise every prospect to effect nomination under the policy
- k) Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- l) Render necessary assistance and advice to every policyholder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- m) Render necessary assistance to the policyholders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company;

#### (II) You shall not,

- a) Solicit or procure insurance business without being appointed to act as such by the Company
- b) Induce the prospect to omit any material information in the proposal form;
- c) Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of the proposal;
- d) Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/ policyholder to join a multilevel level marketing scheme.
- e) Behave in a discourteous manner with the prospect;
- f) Interfere with any proposal introduced by any other Insurance Agent;

- g) Offer different rates, advantages, terms and conditions other than those offered by the Company;
- h) Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i) Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j) Apply for fresh agency appointment to act as an Insurance Agent, if your agency appointment was earlier cancelled by the designated official on grounds of fraud, misconduct and/or misrepresentation, and a period of five years has not elapsed from the date of such cancellation;
- k) Become or remain a director of any insurance company;

### **Annexure B**

#### Declaration to abide by the Aadhaar regulations.

I hereby undertake that in addition to any other compliance requirements prescribed under your Appointment Letter as well as otherwise applicable under law, I shall ensure compliance with the below mentioned requirements under Aadhaar (Targeted Delivery of Financial and other subsidies, Benefits and Services) Act, 2016, Aadhaar and other laws (Amendment) Act, 2019 and regulations there under as amended from time to time.

Ensure to obtain consent of the person while collecting his Aadhaar detail.

1. Collection of Aadhaar shall be purpose specific.
2. The Aadhaar holder shall be informed of the alternatives of Aadhaar details for providing identity information.
3. Aadhaar details shall not be shared with any third party unless the Aadhaar holder has been informed about the same in writing.
4. No Aadhaar related information collected shall be published or displayed publicly.
5. The identity information/ Aadhaar details collected shall be kept confidential, secured and protected against any third-party access.

Signature of the witness

**Encl.: 1) Agent Identity Card**

**You shall,**

- a) With a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policyholders within the stipulated time, by giving notice to the policyholder orally and in writing;
- b) Be bound by the insurance agency rules & regulations of the company and the amendments thereof as communicated to you from time to time or posted on the portal of the Company designed for Insurance Agents and such communications shall be deemed to have been incorporated herein being binding at all times.

**Part II: Minimum Business Guarantee Norms of Insurance Agent (IC)**

The Minimum Business Guarantee (MBG) norms stipulated for an Insurance Agent (IC) in his/her Agency Year is given below. MBG norms are however subject to change from time to time. The Company in its sole discretion reserves the right not to enforce Termination of your insurance agency on grounds of non- achievement of Minimum Business Guarantee norms laid down by the Company in any agency year. Agents have to adhere to the following MBG norms during all his/her Agency year, which is given below. An Insurance Agent (IC) is liable for termination or suspension in case he/she fails to achieve the mentioned MBG norms. Lapsed policies and/or the lapse of corresponding Premium shall not be taken into account at the time of MBG assessment.

For further details, please refer to our latest Reinstatement Norms.

Period	MBG norms per Agency Year
Agency Year	a) For the first agency year – Sourcing of at least 1 policy b) For the second agency year and onwards - Sourcing of at least 1 policy, or minimum 2 active customers (other than single premium policy holder), who is sourced by or allotted to the agent, paying all the due renewal premiums on the policy during that agency year

MBG Review will be done every month & in case the criteria for MBG norms are not achieved in a year, the agency shall be suspended.

#### **REINSTATEMENT NORMS FOR THE AGENCY TERMINATED FOR NON ACHIEVEMENT OF MBG.**

For Reinstatement of insurance agency deactivated or suspended on grounds of non-achievement of minimum business validation target as mentioned herein above, you/Agent shall continue to have the right to solicit and procure insurance business for the Company for the purposes of achievement of targets prescribed for reinstatement of your/Agent's insurance agency for which the following business targets are required to be achieved:

Period	MBG norms per Agency Year
For Agency Year wherein MBG was not complied	Application in writing by IC, along with a fresh proposal for at least 1 (One) new policy successfully sourced by Agent and issued by BALIC.i.e. An Agent upon termination/ suspension of his agency can apply for

Reinstatement review will be done every month & in case the Reinstatement norms are not achieved within 30 days from the date of Reinstatement, the agency shall be terminated/deactivated further.

On reinstatement MBG norms needs to be complied for the agency year in which Insurance Code has been reinstated.

Reinstatement of insurance agency terminated or deactivated on grounds of non-achievement of minimum business guarantee norms, can be considered subject to reinstatement norms made. However during the period of deactivation or termination on grounds of non-achievement of MBG norms, the insurance agent will not be allowed to or entitled to receive commission on renewal premium for the business already sourced.

**Ms. PRATIKSHA VIJAY MASKE**

Insurance Consultant



**Agent Code** : ABLIC1003311204  
**Contact No.** : 7820851552  
**Date of Issue** : 26/11/2023  
**Date of Expiry** : 30/11/2024



Bajaj Allianz Life Insurance Company Limited.

This card is exclusive property of Bajaj Allianz Life Insurance Co. Ltd.  
If Found, please return to the following address.

**Office Address :**

Bajaj Allianz Life Insurance Co. Ltd., Bajaj Allianz House,  
Airport Road, Yerawada, Pune - 411006.Tel -(091 20) 66026777

Bajaj Allianz Life Insurance Company Limited.  
"To be the best life insurance company to Buy From Work For & Invest In"

# APPOINTMENT LETTER

21/12/2023

HO-Pune

To

**Ms. DURGESHWARI BASLING VYAVAHARE,**  
KHADAKPURA  
AMBEJOGAI  
BEED, BEED, MAHARASHTRA  
Unit Code: P00ET2  
Unit Name: Pune Head Office

Subject: Appointment Letter: Insurance Consultant (IC) with Bajaj Allianz Life

Dear **Ms. DURGESHWARI BASLING VYAVAHARE,**

Congratulations!

This has reference to your application & subsequent discussion with us! We are pleased to offer you the post of Insurance Consultant at Bajaj Allianz Life, one of India's leading private life insurers. You are required to report for duties on or before 28/12/2023. Please find below the terms and conditions of your employment. Please find below the terms and conditions of your employment.

1. Your Agency Code (IC code) is ABLIC1003315227. **Kindly mention your Agency Code** in all your future correspondences with the Company.
2. **Sales Manager/Business Development Manager/Agency Development Partner (ADP)/Relationship Manager (RM)/ Premier Business Associate (PBA)/Branch Manager.**  
You shall be attached to the unit of **USHA SHARMA** Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager. The Company reserves the right to detach any Insurance Agent(IC) from the unit of the Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager specified herein for reasons to be recorded in writing. The Company may attach you with another Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager after such detachment. On account of the exigencies of business, the Company may ask you to work with any other Unit of any other Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager or any other person the Company deems fit.
3. You shall at all times be bound by the Guidelines on Appointment of Insurance Agents, dated 15th April, 2016 issued by the Insurance Regulatory and Development Authority of India ("IRDAI") as well as the Policy approved by the Board of Directors of the Company on appointment of Insurance Agents and all other circular/guidelines/rules/directives applicable upon Insurance Agents, as may be notified/amended from time to time by IRDAI and/or the Company.
4. You shall at all times while working as an Insurance Agent (IC) with the company hold a valid identity card issued by the Company for acting as an Insurance Agent (IC). Your functions as an Insurance Agent (IC) shall be as under.
5. Your business goals:
  - a) You shall solicit and procure life insurance business every year, which shall not be less than the minimum business guarantee norms (MBG norms) prescribed by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year is given as part II of Annexure A of this Letter.

- b) In procuring new life insurance business you shall take into consideration the needs of the proposer/Life to be assured for Life Insurance and his/her capacity to pay the premium. You shall not solicit and procure insurance business without personally meeting a prospect for insurance.
- c) You shall make all reasonable enquiries with regard to the proposer/life to be assured before recommending proposals for insurance. You, being the primary point of contact, shall bring to the notice of the company through the Agent Confidential Report any circumstances which may adversely affect the risk to be underwritten and shall also indicate whether the life assured/prospect is a Politically Exposed Person (PEP) by making all reasonable enquiries about the life assured/prospect.
- d) You shall also collect and submit all KYC documents and other documents, including documents required in compliance of Anti Money Laundering norms of the Company, required for underwriting of the proposal for insurance and bring to the notice of the Company any adverse information or media report of the life assured/prospect known to you.
- e) You are authorized to collect only the full first Premium required for the acceptance of the proposal and the same should be deposited in full without any deductions whatsoever with the company on the same day or not later than 24 hours of collection in accordance with provisions of Section 64VB of the Insurance Act. You shall be responsible for any damage/claim/proceeding arising out of delay in deposit. You are not authorized to collect any money, other than what is mentioned hereinabove, or accept any risk for or on behalf of the Company.
- f) You shall be obliged at all times whether the Company demands or not, to forthwith and without delay whatsoever, render proper account of, and hand over to the Company the amounts so collected by you in the name of the Company from the customers as per the clause (e) above.
- g) You shall receive all papers / documents in fiduciary capacity and shall have no right or lien over the same including no right to set-off the same towards commission or other payments if any.
- h) You shall perform any other Function/s which has not been specified here but specified in various communications, policies, Processes including ICs Rules of the Company as may be issued/amended from time to time by the Company and /or specified in Insurance Act 1938 and/or specified by Insurance Regulatory and Development Authority of India, Telecom Regulatory Authority of India or any other governmental or statutory authority from time to time which shall automatically form part of your functions and would be deemed to have been incorporated in this Appointment Letter. You are required to keep yourself updated about all such communications and directives, process etc., and ignorance shall not be construed as a ground to claim exemption from the application of such communications.
- i) You shall at all times be bound by the Company policy on General conditions for appointment of Insurance Agents, general directives as issued by the Company and communicated to all Insurance Agents through broadcast on IC Portal of the Company or displayed on the Notice Board of the Office of the Company or communicated otherwise by any other mode. You are required to keep yourself updated about all such communications and directives issued and, processes as prescribed by the Company by accessing and visiting the said places and ignorance shall not be construed as a ground to claim exemption.

#### **4. Background Checks**

"Your appointment is made relying upon the information furnished and representation made by you from time to time. The Company and any of its employees/representative and/or officials shall be entitled to conduct a background check from all the requisite sources including the centralized lists maintained by the Insurance Development and Regulatory Authority of India (IRDAI) for agents, and if not found suitable or any discrepancy is noted in regards to you or any of the statements, declarations or disclosures made by you, the Company shall have the full right and authority to suspend your appointment and take such further action as deemed necessary in the interest of the Company."

**5. Misrepresentation:**

The Company shall rely on the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you, or any action on your part is found to be in contravention of the code of conduct, the company shall have the right to terminate this appointment as per the terms mentioned in Clause 10.

**6. Commencement of Agency Year:**

Your first agency year is from **21/12/2023** to **31/12/2024**. Subsequent Agency years shall be of 12 months duration. The Company shall have the right to change your agency year to Calendar /Financial year.

**7. Code of Conduct:**

The code of conduct prescribed by the Company and Insurance Regulatory and Development Authority of India from time to time shall be applicable to you and shall be deemed to be a part of your appointment as insurance Agent(IC). Non-observance of code of conduct will make you liable for disciplinary action/ termination. You shall also observe the code of conduct that may be prescribed for the Insurance Agents by the Company from time to time. The Code of Conduct outlined in part I of Annexure-A is only illustrative and not exhaustive.

**8. Commission / Payments:**

Commission on the business procured & completed by you shall be paid as per the relevant provisions of the Company and in accordance with the prescribed Commission structure under the Insurance Act 1938. (This however is subject to change from time to time). The Company shall reserve the right to vary the commission rates from time to time.

In case the contract of insurance for which commission was paid to you has been cancelled for any reason the Company reserves the right to recover the commission already paid to you and also recover other consequential benefits extended to you for the cancelled contract of insurance. For the purposes of making recovery of commission the Company has the first lien on all future commissions and benefits accrued and payable to you for the insurance business solicited by you.

**9. Minimum Business Guarantee Requirement:**

Evaluation of your performance and continuance of your appointment as Insurance Agent(IC) shall be **based on achievement of the Minimum Business Guarantee norms laid down by the Company** from time to time. At present, the minimum business guarantee norms prescribed for each agency year along with reinstatement norms is given as part of Annexure A of this Letter. The Company at its sole discretion may modify by increasing or decreasing the Minimum Business Guarantee norms from time to time.

**10. Termination/Suspension/Cessation/Resignation/Surrender of agency:**

- 1)(A) Termination with cause: At any time during your tenure with the Company, the Company may cancel/ suspend this appointment and your engagement as an Insurance Agent (IC), with a prior notice of one month and after giving a reasonable opportunity of being heard, if you:
  - a) Violate the provisions of Insurance Act, 1938 and/or Insurance Regulatory and Development Authority Act, 1999, and/or the applicable rules/regulations/circulars made and amended from time to time

- b) Attract any of the disqualifications mentioned in Section 42 (3) of the Insurance Act, 1938
  - c) Fail to adhere to the code of conduct as stipulated by the Company and/or the code of conduct laid down/amended by the Insurance Regulatory and Development Authority of India.
  - d) Violate any of the terms of this appointment letter
  - e) Fail to furnish any information relating to your activities as an agent as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time.
  - f) Furnish wrong or false information; or conceal or fail to disclose material facts in the application submitted for appointment of agency or at any time during the period when the appointment of agency is valid
  - g) Do not submit periodic returns as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time
  - h) Do not co-operate with any inspection or enquiry conducted by the Insurance Regulatory and Development Authority of India
  - i) Fail to resolve the complaints of the policyholders or fail to give a satisfactory reply to the Insurance Regulatory and Development Authority of India
  - j) Fail to fulfil the prescribed MBG norms
  - k) Fail to adhere to the certification, training, and examination requirements prescribed by the Company from time to time
  - l) Withhold and/or appropriate to your own use and/or purpose any property received for/on behalf of the Company.
- (B) Termination without cause: Company may terminate/suspend this appointment and your engagement with the Company without any cause by giving prior 30 days' notice in writing.
- 2) Prior to cancellation of appointment, a show cause notice shall be issued to you at your address as per the Company's records and/or by email as may be provided to you by the Company for internal communication and/or by an email that may have been recorded with the Company, whereby the Company can call for all information/data as may be deemed necessary. A period as specified in the notice not exceeding 21 days from the date of receipt of such show cause notice shall be given to you to reply to the notice along with copies of documentary or other evidence that you wish to rely or as sought by the Company. The said opportunity shall be used for making necessary submissions before the company for its consideration. 3) The enquiry officer so appointed for conducting the enquiry shall give you reasonable opportunity of hearing to make submissions in support of your reply. In case you wish to appear for the hearing through any person duly authorized by you to present your case, then the same shall be communicated to the Company along with your representation and due approval of the Company shall be sought in this regard. Any request for personal appearance and hearing shall be made along with the reply. 4) In the event of cancellation of your agency, you shall cease to act as an Insurance Agent (IC) of the Company from the date of the final order and shall immediately handover the Appointment Letter and Identity card issued to you, but in no case later than 7 days from date of receipt of the final order of cancellation. The Company reserves the right to initiate appropriate regulatory or legal proceedings if the Appointment Letter and identity card are not received within the timelines stipulated above. 5) In case you are aggrieved by the order of cancellation, you can prefer to submit an appeal to the Company within such time as may be specified by the company and/or IRDAI. 6) you shall not be allowed to log in new business and receive commission on renewal premium pending enquiry and till the issuance of final order. As per the requirements prescribed by the Insurance Regulatory and Development Authority of India ("Authority"), such suspension shall be updated in the Centralized list of agents and list of black-listed agents as maintained by the Authority. 7) During the period of suspension, no benefits under this Appointment Letter shall accrue in your favor. Upon the revocation of suspension

of your engagement as an Agent (IC) under this Appointment Letter and consequently your agency code benefits shall accrue to you from the date of revocation of suspension. The Company in its sole discretion shall decide your entitlement for any benefit payable to you for the period of suspension in case of suspension of your engagement as an Agent (IC).

MBG Norms and Reinstatement norms have been prescribed in Annexure Apart II. MBG norms and Reinstatement Norms as currently laid down may be subject to change at the sole discretion of the Company and shall be intimated to you by broadcast on the portal of the Company designed for agents and/or through your line Managers. 8) Termination shall take place automatically without notice in the event of death. 9) In case you decide to surrender/resign your agency, you shall give the Company one month prior notice to that effect which period or part thereof the Company may waive at its sole discretion depending upon the exigencies of the termination. You are required to furnish the Appointment Letter and Identity Card issued to you by the Company, failing which the Company reserves the right to refuse grant of Cessation certificate.

#### **11. Anti – Bribery Undertakings:**

During the participation in the process to negotiate and create this engagement, as well as during and after performance as per the terms of your appointment you shall not commit, authorize or permit any action which would cause the Company to be in violation of any applicable anti-bribery laws or regulations. This obligation applies in particular to illegitimate payments to prospects, government officials, representatives of public authorities or their associates, families or close friends. You agree that you will neither offer nor give, or agree to give, to any employee, representative or third party acting on behalf of the Company, nor accept, or agree to accept from any employee, representative or third party acting on behalf of the Company, any gift or benefit, be it monetary or otherwise, than the recipient is not legally entitled to with regard to the negotiation, conclusion or the performance of this Appointment Letter. You shall promptly notify the Company, on becoming aware of or having specific suspicion of any corruption with regard to the negotiation, conclusion or the performance of this contract. In case any prohibited payments or gifts are received or made by you as stated herein above, or if the Company has reasonable cause to believe that such payments or gifts have been or are being made, the Company may terminate this engagement with immediate effect.

You shall also not indulge in act which amounts to rebating which is prohibited under the provisions of the Insurance Act, 1938 as amended from time to time.

#### **12. No Employer - Employee Relation:**

There shall be no employer-employee relationship between you and the Company and you shall not be entitled to any payments whatsoever other than the commissions for the proposals secured for the Company. You are not authorized to make any commitments which shall have a binding effect on the Company and any commitments or representations made by you shall be deemed to have been made personally and not on behalf of the Company. In case the Company incurs any loss on account of any wrong and unauthorized representation made by you, the Company shall have the right to recover the losses from you including any levy or penalty as may be levied by any statutory or Regulatory Body. Recovery of losses from you may also be made in the same manner as laid down for recovery of commission paid as mentioned hereinabove or in the manner as may be deemed fit at its sole discretion by the Company in this regard.

#### **13. Disclosure of Family/Relative:**

You must correctly disclose names of all your relatives who are employees of the company or in any way associated with the Company as a service provider. In case it is found that any of your relative is an employee or service provider of the Company which fact had not been disclosed by you on the earliest available opportunity, your engagement/appointment as Insurance Agent (IC) with the Company is liable to be terminated, at the sole discretion of the Company, including forfeiture of any benefits accrued but not paid or accruable to you in future in terms of this contract of agency or in law. The Company also reserves its right to recover any amounts/benefits already paid to you which in view of the Company are made during the period of such non-disclosure is noted.

#### **14. Commission Payments after Termination:**

You shall be paid commissions for the proposals secured till the date of your termination, no renewal commission shall accrue save as provided under the norms laid down by the Company relating to payment of commission after cessation of appointment as an Insurance Agent. Remuneration and Benefits shall be paid to you in accordance with the Company Policy, as amended from time to time.

15. Other Conditions:

Notwithstanding the obligation to observe the code of conduct, you shall also bind yourself to observe the conditions as specified below.

- a) You shall conduct your business in a truly professional manner and shall keep yourself informed of the environmental changes both externally & internally.
- b) You shall not adjust/ admit/ comment on any claims whatsoever or give any commitments with reference to the claims on insurance covers issued by the Company. Upon intimation of any claim by the insured(s) or insured's representatives you must immediately inform the Company particularly the Company's claim department about the said claim and simultaneously arrange for the insured or insured's representatives to complete the necessary formalities pertaining to their claim for the Company's immediate attention. Under no circumstances you shall, pay or settle any claim, or admit any liability or institute legal proceedings or represent the Company in legal proceedings in connection with any matter relating to the claims or business of the Company, without prior written approval from the Head Office of the Company.
- c) You shall not publish or cause to be published in any media, print and or web and or electronic, any advertisement concerning the Company or its products without the prior written approval and authority of the Company and further such matter to be published or caused to be published in any media, print or electronic shall be approved in writing by the Company. You shall not distribute any circular or writing concerning the Company and/or its products without the prior written approval of the Company. Any such matter to be published or caused to be published in any type of media whatsoever or any such circular or note concerning the Company shall comply with the IRDAI (Insurance Advertisements & Disclosures) Regulations, 2000 including its amendment of 2010 and/or as may be amended from time to time by the Regulator (IRDAI). If any law suit shall be brought against the Company as a consequence of any unauthorized action or publication or statement of yours or the representative in any media, print, electronic or in any other form or for such action caused by You, all costs, loss or damages arising there from shall be borne by You. In this context, advertisement includes product highlights, calculators, Benefit illustrations premium calculators and any other material which directly or indirectly influences any person to purchase or retain insurance.
- d) You shall indemnify and keep indemnified the Company against all losses incurred by the Company arising out of and in connection with the insurance business solicited and procured by you by practicing fraud or misrepresentation made to the prospect and /or your failure to disclose to the Company such facts within your knowledge, which may adversely affect the risk to be underwritten.
- e) You agree not to represent to any person directly or indirectly, for soliciting insurance business or in any capacity (including employment of Full time, part time, contractual or on-roll, permanent, temporary or Probation) business for any other Life Insurance Company or to procure insurance by or on behalf of other life insurance companies during the currency of this relationship. You shall offer all new business solely and exclusively to the Company.
- f) You shall not directly or indirectly give any rebate of premium or offer any reduction/Inducement to any prospect or accept any remuneration either in cash or kind from any prospect. You shall be terminated if found guilty of rebating. You are requested to note that as per the provisions of Section 41 of the Insurance Act, 1938, any person making default in complying with the provisions of this section shall be liable for penalty which may extend to ten lakhs rupees for which Company reserves the right to recover from you the said penalty amount in the way as it may deems fit including any appropriate legal Action in this regard.
- g) You shall render courteous, prompt and satisfactory service to policyholders.

- h) You shall not interfere with any other proposal introduced by any other Insurance Agent(IC).
- i) You shall take every precaution to protect confidentiality of client information with respect to policy/ies and personal affairs and shall not make public any such information.
- j) You shall maintain utmost confidentiality of the business details shared with you by the Company during the relationship or thereafter.
- k) You shall not make mis-representation or any false or misleading statements in the course of selling or servicing a policy to the prospect/policyholder.
- l) You shall bring to the notice of the Company immediately; in case you attract any disqualification as per Insurance Act 1938 or Regulations of IRDAI to act as an Insurance Agent.
- m) You shall be bound by the insurance Agency rules of the company and any amendments made therein which shall be communicated to you from time to time or posted on the portal of the Company designed for agents and shall be deemed to have been automatically incorporated herein being binding at all times.
- n) You shall bring to the notice of the Insurance Company any proposal made by a prospect or any insurance business that is initially procured by you wherein you have a suspicion of a transaction which involves aspects of Money Laundering. You shall not solicit or procure insurance business which you know is for the purposes of Money Laundering and thereby expose the Company to risk relating to Money Laundering.
- o) You shall be required to comply with the applicable provisions of the Insurance Act, 1938, IRDAI circulars, guidelines, regulations and any directions issued by IRDAI or by the Company and amended thereto from time to time.
- p) You shall not directly or through a tele-caller solicit and procure insurance business through any of the distance marketing mode.

#### 16. **Indemnities:**

Without prejudice to any other rights of the Company you shall indemnify the Company and keep safe and harmless at all times from all costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any claim, attachment, or other legal process or order of any kind which may be served upon the Company by reason of breach by you of any of the conditions of the Code Of Conduct, the insurance agency related rules of the company, violation of laws including but not limited to Insurance laws, and/or any other regulations which may be applicable to the insurance Agents from time to time or any of the Terms of this Agency Appointment Letter. Failure to adhere to any of the obligations of the terms of this engagement by the agent(IC) shall give the Company right to initiate appropriate legal action which shall be in addition to the right of the Company to recover all the monies paid to you and any other losses of any nature, direct or indirect, that the Company incurs including liquidated damages. Any such recovery can be done by withholding of any amounts that may be due or become due in future. The Indemnity shall extend to costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any regulatory or statutory penalty imposed by Insurance Regulatory and Development Authority of India or any other Governmental and Statutory Authority.

#### 17. **Severability**

"If any of the provisions of this Appointment Letter shall be deemed invalid or unenforceable by any court of competent jurisdiction or by any change in the relevant regulations prescribed by the IRDAI, the remainder of this Appointment Letter, other than the portion so deemed invalid or unenforceable, shall remain unaffected thereby and each valid provision and/or terms and conditions of this Appointment Letter shall be enforced to the fullest extent permitted by law."

#### 18. **Jurisdiction:**

This Appointment Letter shall be governed by the laws of India and in the event of any dispute, the courts at Pune shall have the jurisdiction to deal with the matter.

**19. Issuance of Cessation Certificate:**

Cessation Certificate for any purpose shall be issued as per the provisions of the Guidelines on Appointment of Insurance Agents dated 15th April, 2016 issued by IRDAI as well as the Company's policy as applicable and as amended from time to time.

**20. Interpretation**

"Any and all clauses of this Appointment Letter shall be interpreted in accordance with the Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations, 2016 and any and all laws in force in the country."

**21. Lien on Commission:**

Bajaj Allianz Life Insurance Company Limited shall have lien on all commission payable to you under the terms of this Appointment Letter and the Company shall be entitled to recover any amount on account of any loss sustained by the Company arising out of any act or omission on your part or any amount recoverable from you, out of the commission payable to you. This lien shall be exercised by the Company without prejudice to other legal remedy available to the Company in law.

**22. Acceptance:**

It will be deemed that you have accepted the terms and conditions of your appointment, as set out in this Appointment Letter and its Annexures, by logging in an application for the Company's insurance product using your IC Code.

Wishing you all the best in your future career.

Yours faithfully,



Name of the Designated Official: Subhendu Kumar Mishra

## Part I: Code and Conduct

### Annexure A

You shall adhere to the code of conduct specified below at all times during the relationship between you and the Company. This code of conduct shall be read as part of the Appointment Letter and any violation thereof shall entitle the Company to terminate the Agency forthwith without any further notice

#### I) You shall,

- a) Identify yourself at all times as an Insurance Agent (IC) of the Company;
- b) Show the agency identity card to the prospect, and also disclose your agency Appointment Letter to the prospect on demand;
- c) Disseminate the requisite information in respect of insurance products offered for sale by your insurer and take into account the needs of the prospect while recommending a specific insurance plan;
- d) Where you are representing more than one insurance company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect.
- e) Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- f) Indicate the premium to be charged by the insurer for the insurance product offered for sale;
- g) Explain to the prospect the nature of information required in the proposal form by the Company, and also the importance of disclosure of material information in the purchase of an insurance contract;
- h) Bring to the notice of the Company any adverse habits or income inconsistency of the prospect, in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the Company, and any material fact that may adversely affect the underwriting decision of the Company as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- i) Obtain the requisite documents at the time of filling the proposal form and other documents subsequently asked for by the Company for completion of the proposal;
- j) Advise every prospect to effect nomination under the policy
- k) Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- l) Render necessary assistance and advice to every policyholder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- m) Render necessary assistance to the policyholders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company;

#### (II) You shall not,

- a) Solicit or procure insurance business without being appointed to act as such by the Company
- b) Induce the prospect to omit any material information in the proposal form;
- c) Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of the proposal;
- d) Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/ policyholder to join a multilevel level marketing scheme.
- e) Behave in a discourteous manner with the prospect;
- f) Interfere with any proposal introduced by any other Insurance Agent;

- g) Offer different rates, advantages, terms and conditions other than those offered by the Company;
- h) Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i) Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j) Apply for fresh agency appointment to act as an Insurance Agent, if your agency appointment was earlier cancelled by the designated official on grounds of fraud, misconduct and/or misrepresentation, and a period of five years has not elapsed from the date of such cancellation;
- k) Become or remain a director of any insurance company;

### **Annexure B**

#### Declaration to abide by the Aadhaar regulations.

I hereby undertake that in addition to any other compliance requirements prescribed under your Appointment Letter as well as otherwise applicable under law, I shall ensure compliance with the below mentioned requirements under Aadhaar (Targeted Delivery of Financial and other subsidies, Benefits and Services) Act, 2016, Aadhaar and other laws (Amendment) Act, 2019 and regulations there under as amended from time to time.

Ensure to obtain consent of the person while collecting his Aadhaar detail.

1. Collection of Aadhaar shall be purpose specific.
2. The Aadhaar holder shall be informed of the alternatives of Aadhaar details for providing identity information.
3. Aadhaar details shall not be shared with any third party unless the Aadhaar holder has been informed about the same in writing.
4. No Aadhaar related information collected shall be published or displayed publicly.
5. The identity information/ Aadhaar details collected shall be kept confidential, secured and protected against any third-party access.

Signature of the witness

#### **Encl.: 1) Agent Identity Card**

**You shall,**

- a) With a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policyholders within the stipulated time, by giving notice to the policyholder orally and in writing;
- b) Be bound by the insurance agency rules & regulations of the company and the amendments thereof as communicated to you from time to time or posted on the portal of the Company designed for Insurance Agents and such communications shall be deemed to have been incorporated herein being binding at all times.

#### **Part II: Minimum Business Guarantee Norms of Insurance Agent (IC)**

The Minimum Business Guarantee (MBG) norms stipulated for an Insurance Agent (IC) in his/her Agency Year is given below. MBG norms are however subject to change from time to time. The Company in its sole discretion reserves the right not to enforce Termination of your insurance agency on grounds of non- achievement of Minimum Business Guarantee norms laid down by the Company in any agency year. Agents have to adhere to the following MBG norms during all his/her Agency year, which is given below. An Insurance Agent (IC) is liable for termination or suspension in case he/she fails to achieve the mentioned MBG norms. Lapsed policies and/or the lapse of corresponding Premium shall not be taken into account at the time of MBG assessment.

For further details, please refer to our latest Reinstatement Norms.

Period	MBG norms per Agency Year
Agency Year	a) For the first agency year – Sourcing of at least 1 policy b) For the second agency year and onwards - Sourcing of at least 1 policy, or minimum 2 active customers (other than single premium policy holder), who is sourced by or allotted to the agent, paying all the due renewal premiums on the policy during that agency year

MBG Review will be done every month & in case the criteria for MBG norms are not achieved in a year, the agency shall be suspended.

#### **REINSTATEMENT NORMS FOR THE AGENCY TERMINATED FOR NON ACHIEVEMENT OF MBG.**

For Reinstatement of insurance agency deactivated or suspended on grounds of non-achievement of minimum business validation target as mentioned herein above, you/Agent shall continue to have the right to solicit and procure insurance business for the Company for the purposes of achievement of targets prescribed for reinstatement of your/Agent's insurance agency for which the following business targets are required to be achieved:

Period	MBG norms per Agency Year
For Agency Year wherein MBG was not complied	Application in writing by IC, along with a fresh proposal for at least 1 (One) new policy successfully sourced by Agent and issued by BALIC.i.e. An Agent upon termination/ suspension of his agency can apply for

Reinstatement review will be done every month & in case the Reinstatement norms are not achieved within 30 days from the date of Reinstatement, the agency shall be terminated/deactivated further.

On reinstatement MBG norms needs to be complied for the agency year in which Insurance Code has been reinstated.

Reinstatement of insurance agency terminated or deactivated on grounds of non-achievement of minimum business guarantee norms, can be considered subject to reinstatement norms made. However during the period of deactivation or termination on grounds of non-achievement of MBG norms, the insurance agent will not be allowed to or entitled to receive commission on renewal premium for the business already sourced.

**Ms. DURGESHWARI BASLING VYAVAHARE**  
Insurance Consultant



**Agent Code** : ABLIC1003315227  
**Contact No.** : 9373418614  
**Date of Issue** : 21/12/2023  
**Date of Expiry** : 31/12/2024



Bajaj Allianz Life Insurance Company Limited.

This card is exclusive property of Bajaj Allianz Life Insurance Co. Ltd.  
If Found, please return to the following address.

**Office Address :**

Bajaj Allianz Life Insurance Co. Ltd., Bajaj Allianz House,  
Airport Road, Yerawada, Pune - 411006.Tel -(091 20) 66026777

Bajaj Allianz Life Insurance Company Limited.  
"To be the best life insurance company to Buy From Work For & Invest In"

# APPOINTMENT LETTER

23/11/2023

HO-Pune

To

**Mr. BABBU HUSEN GAVALI,**  
S/O: HUSEN GAVALI,  
GAVALI PURA,  
AMBEJOGAI, BEED, BEED, MAHARASHTRA  
Unit Code: P00ET2  
Unit Name: Pune Head Office

Subject: Appointment Letter: Insurance Consultant (IC) with Bajaj Allianz Life

Dear **Mr. BABBU HUSEN GAVALI,**

Congratulations!

This has reference to your application & subsequent discussion with us! We are pleased to offer you the post of Insurance Consultant at Bajaj Allianz Life, one of India's leading private life insurers. You are required to report for duties on or before 30/11/2023. Please find below the terms and conditions of your employment. Please find below the terms and conditions of your employment.

1. Your Agency Code (IC code) is ABLIC1003310560. **Kindly mention your Agency Code** in all your future correspondences with the Company.
2. **Sales Manager/Business Development Manager/Agency Development Partner (ADP)/Relationship Manager (RM)/ Premier Business Associate (PBA)/Branch Manager.**  
You shall be attached to the unit of **Chandu Sunil Thakare** Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager. The Company reserves the right to detach any Insurance Agent(IC) from the unit of the Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager specified herein for reasons to be recorded in writing. The Company may attach you with another Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager after such detachment. On account of the exigencies of business, the Company may ask you to work with any other Unit of any other Sales Manager/Business Development Manager/ADP/RM/PBA/Branch Manager or any other person the Company deems fit.
3. You shall at all times be bound by the Guidelines on Appointment of Insurance Agents, dated 15th April, 2016 issued by the Insurance Regulatory and Development Authority of India ("IRDAI") as well as the Policy approved by the Board of Directors of the Company on appointment of Insurance Agents and all other circular/guidelines/rules/directives applicable upon Insurance Agents, as may be notified/amended from time to time by IRDAI and/or the Company.
4. You shall at all times while working as an Insurance Agent (IC) with the company hold a valid identity card issued by the Company for acting as an Insurance Agent (IC). Your functions as an Insurance Agent (IC) shall be as under.
5. Your business goals:
  - a) You shall solicit and procure life insurance business every year, which shall not be less than the minimum business guarantee norms (MBG norms) prescribed by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year is given as part II of Annexure A of this Letter.

- b) In procuring new life insurance business you shall take into consideration the needs of the proposer/Life to be assured for Life Insurance and his/her capacity to pay the premium. You shall not solicit and procure insurance business without personally meeting a prospect for insurance.
- c) You shall make all reasonable enquiries with regard to the proposer/life to be assured before recommending proposals for insurance. You, being the primary point of contact, shall bring to the notice of the company through the Agent Confidential Report any circumstances which may adversely affect the risk to be underwritten and shall also indicate whether the life assured/prospect is a Politically Exposed Person (PEP) by making all reasonable enquiries about the life assured/prospect.
- d) You shall also collect and submit all KYC documents and other documents, including documents required in compliance of Anti Money Laundering norms of the Company, required for underwriting of the proposal for insurance and bring to the notice of the Company any adverse information or media report of the life assured/prospect known to you.
- e) You are authorized to collect only the full first Premium required for the acceptance of the proposal and the same should be deposited in full without any deductions whatsoever with the company on the same day or not later than 24 hours of collection in accordance with provisions of Section 64VB of the Insurance Act. You shall be responsible for any damage/claim/proceeding arising out of delay in deposit. You are not authorized to collect any money, other than what is mentioned hereinabove, or accept any risk for or on behalf of the Company.
- f) You shall be obliged at all times whether the Company demands or not, to forthwith and without delay whatsoever, render proper account of, and hand over to the Company the amounts so collected by you in the name of the Company from the customers as per the clause (e) above.
- g) You shall receive all papers / documents in fiduciary capacity and shall have no right or lien over the same including no right to set-off the same towards commission or other payments if any.
- h) You shall perform any other Function/s which has not been specified here but specified in various communications, policies, Processes including ICs Rules of the Company as may be issued/amended from time to time by the Company and /or specified in Insurance Act 1938 and/or specified by Insurance Regulatory and Development Authority of India, Telecom Regulatory Authority of India or any other governmental or statutory authority from time to time which shall automatically form part of your functions and would be deemed to have been incorporated in this Appointment Letter. You are required to keep yourself updated about all such communications and directives, process etc., and ignorance shall not be construed as a ground to claim exemption from the application of such communications.
- i) You shall at all times be bound by the Company policy on General conditions for appointment of Insurance Agents, general directives as issued by the Company and communicated to all Insurance Agents through broadcast on IC Portal of the Company or displayed on the Notice Board of the Office of the Company or communicated otherwise by any other mode. You are required to keep yourself updated about all such communications and directives issued and, processes as prescribed by the Company by accessing and visiting the said places and ignorance shall not be construed as a ground to claim exemption.

#### 4. Background Checks

"Your appointment is made relying upon the information furnished and representation made by you from time to time. The Company and any of its employees/representative and/or officials shall be entitled to conduct a background check from all the requisite sources including the centralized lists maintained by the Insurance Development and Regulatory Authority of India (IRDAI) for agents, and if not found suitable or any discrepancy is noted in regards to you or any of the statements, declarations or disclosures made by you, the Company shall have the full right and authority to suspend your appointment and take such further action as deemed necessary in the interest of the Company."

**5. Misrepresentation:**

The Company shall rely on the information furnished and representation made by you from time to time. If any information or representation is found to be incorrect or if any material information is detected by us to have been suppressed by you, or any action on your part is found to be in contravention of the code of conduct, the company shall have the right to terminate this appointment as per the terms mentioned in Clause 10.

**6. Commencement of Agency Year:**

Your first agency year is from **23/11/2023** to **30/11/2024**. Subsequent Agency years shall be of 12 months duration. The Company shall have the right to change your agency year to Calendar /Financial year.

**7. Code of Conduct:**

The code of conduct prescribed by the Company and Insurance Regulatory and Development Authority of India from time to time shall be applicable to you and shall be deemed to be a part of your appointment as insurance Agent(IC). Non-observance of code of conduct will make you liable for disciplinary action/ termination. You shall also observe the code of conduct that may be prescribed for the Insurance Agents by the Company from time to time. The Code of Conduct outlined in part I of Annexure-A is only illustrative and not exhaustive.

**8. Commission / Payments:**

Commission on the business procured & completed by you shall be paid as per the relevant provisions of the Company and in accordance with the prescribed Commission structure under the Insurance Act 1938. (This however is subject to change from time to time). The Company shall reserve the right to vary the commission rates from time to time.

In case the contract of insurance for which commission was paid to you has been cancelled for any reason the Company reserves the right to recover the commission already paid to you and also recover other consequential benefits extended to you for the cancelled contract of insurance. For the purposes of making recovery of commission the Company has the first lien on all future commissions and benefits accrued and payable to you for the insurance business solicited by you.

**9. Minimum Business Guarantee Requirement:**

Evaluation of your performance and continuance of your appointment as Insurance Agent(IC) shall be based on achievement of the Minimum Business Guarantee norms laid down by the Company from time to time. At present, the minimum business guarantee norms prescribed for each agency year along with reinstatement norms is given as part of Annexure A of this Letter. The Company at its sole discretion may modify by increasing or decreasing the Minimum Business Guarantee norms from time to time.

**10. Termination/Suspension/Cessation/Resignation/Surrender of agency:**

- 1)(A) Termination with cause: At any time during your tenure with the Company, the Company may cancel/ suspend this appointment and your engagement as an Insurance Agent (IC), with a prior notice of one month and after giving a reasonable opportunity of being heard, if you:
  - a) Violate the provisions of Insurance Act, 1938 and/or Insurance Regulatory and Development Authority Act, 1999, and/or the applicable rules/regulations/circulars made and amended from time to time

- b) Attract any of the disqualifications mentioned in Section 42 (3) of the Insurance Act, 1938
  - c) Fail to adhere to the code of conduct as stipulated by the Company and/or the code of conduct laid down/amended by the Insurance Regulatory and Development Authority of India.
  - d) Violate any of the terms of this appointment letter
  - e) Fail to furnish any information relating to your activities as an agent as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time.
  - f) Furnish wrong or false information; or conceal or fail to disclose material facts in the application submitted for appointment of agency or at any time during the period when the appointment of agency is valid
  - g) Do not submit periodic returns as required by the Company or by the Insurance Regulatory and Development Authority of India from time to time
  - h) Do not co-operate with any inspection or enquiry conducted by the Insurance Regulatory and Development Authority of India
  - i) Fail to resolve the complaints of the policyholders or fail to give a satisfactory reply to the Insurance Regulatory and Development Authority of India
  - j) Fail to fulfil the prescribed MBG norms
  - k) Fail to adhere to the certification, training, and examination requirements prescribed by the Company from time to time
  - l) Withhold and/or appropriate to your own use and/or purpose any property received for/on behalf of the Company.
- (B) Termination without cause: Company may terminate/suspend this appointment and your engagement with the Company without any cause by giving prior 30 days' notice in writing.
- 2) Prior to cancellation of appointment, a show cause notice shall be issued to you at your address as per the Company's records and/or by email as may be provided to you by the Company for internal communication and/or by an email that may have been recorded with the Company, whereby the Company can call for all information/data as may be deemed necessary. A period as specified in the notice not exceeding 21 days from the date of receipt of such show cause notice shall be given to you to reply to the notice along with copies of documentary or other evidence that you wish to rely or as sought by the Company. The said opportunity shall be used for making necessary submissions before the company for its consideration. 3) The enquiry officer so appointed for conducting the enquiry shall give you reasonable opportunity of hearing to make submissions in support of your reply. In case you wish to appear for the hearing through any person duly authorized by you to present your case, then the same shall be communicated to the Company along with your representation and due approval of the Company shall be sought in this regard. Any request for personal appearance and hearing shall be made along with the reply. 4) In the event of cancellation of your agency, you shall cease to act as an Insurance Agent (IC) of the Company from the date of the final order and shall immediately handover the Appointment Letter and Identity card issued to you, but in no case later than 7 days from date of receipt of the final order of cancellation. The Company reserves the right to initiate appropriate regulatory or legal proceedings if the Appointment Letter and identity card are not received within the timelines stipulated above. 5) In case you are aggrieved by the order of cancellation, you can prefer to submit an appeal to the Company within such time as may be specified by the company and/or IRDAI. 6) you shall not be allowed to log in new business and receive commission on renewal premium pending enquiry and till the issuance of final order. As per the requirements prescribed by the Insurance Regulatory and Development Authority of India ("Authority"), such suspension shall be updated in the Centralized list of agents and list of black-listed agents as maintained by the Authority. 7) During the period of suspension, no benefits under this Appointment Letter shall accrue in your favor. Upon the revocation of suspension

suspension of your engagement as an Agent (IC) under this Appointment Letter and consequently your agency code benefits shall accrue to you from the date of revocation of suspension. The Company in its sole discretion shall decide your entitlement for any benefit payable to you for the period of suspension in case of suspension of your engagement as an Agent (IC).

MBG Norms and Reinstatement norms have been prescribed in Annexure Apart II. MBG norms and Reinstatement Norms as currently laid down may be subject to change at the sole discretion of the Company and shall be intimated to you by broadcast on the portal of the Company designed for agents and/or through your line Managers. 8) Termination shall take place automatically without notice in the event of death. 9) In case you decide to surrender/resign your agency, you shall give the Company one month prior notice to that effect which period or part thereof the Company may waive at its sole discretion depending upon the exigencies of the termination. You are required to furnish the Appointment Letter and Identity Card issued to you by the Company, failing which the Company reserves the right to refuse grant of Cessation certificate.

#### **11 Anti – Bribery Undertakings:**

During the participation in the process to negotiate and create this engagement, as well as during and after performance as per the terms of your appointment you shall not commit, authorize or permit any action which would cause the Company to be in violation of any applicable anti-bribery laws or regulations. This obligation applies in particular to illegitimate payments to prospects, government officials, representatives of public authorities or their associates, families or close friends. You agree that you will neither offer nor give, or agree to give, to any employee, representative or third party acting on behalf of the Company, nor accept, or agree to accept from any employee, representative or third party acting on behalf of the Company, any gift or benefit, be it monetary or otherwise, than the recipient is not legally entitled to with regard to the negotiation, conclusion or the performance of this Appointment Letter. You shall promptly notify the Company, on becoming aware of or having specific suspicion of any corruption with regard to the negotiation, conclusion or the performance of this contract. In case any prohibited payments or gifts are received or made by you as stated herein above, or if the Company has reasonable cause to believe that such payments or gifts have been or are being made, the Company may terminate this engagement with immediate effect.

You shall also not indulge in act which amounts to rebating which is prohibited under the provisions of the Insurance Act, 1938 as amended from time to time.

#### **12. No Employer - Employee Relation:**

There shall be no employer-employee relationship between you and the Company and you shall not be entitled to any payments whatsoever other than the commissions for the proposals secured for the Company. You are not authorized to make any commitments which shall have a binding effect on the Company and any commitments or representations made by you shall be deemed to have been made personally and not on behalf of the Company. In case the Company incurs any loss on account of any wrong and unauthorized representation made by you, the Company shall have the right to recover the losses from you including any levy or penalty as may be levied by any statutory or Regulatory Body. Recovery of losses from you may also be made in the same manner as laid down for recovery of commission paid as mentioned hereinabove or in the manner as may be deemed fit at its sole discretion by the Company in this regard.

#### **13. Disclosure of Family/Relative:**

You must correctly disclose names of all your relatives who are employees of the company or in any way associated with the Company as a service provider. In case it is found that any of your relative is an employee or service provider of the Company which fact had not been disclosed by you on the earliest available opportunity, your engagement/appointment as Insurance Agent (IC) with the Company is liable to be terminated, at the sole discretion of the Company, including forfeiture of any benefits accrued but not paid or accruable to you in future in terms of this contract of agency or in law. The Company also reserves its right to recover any amounts/benefits already paid to you which in view of the Company are made during the period of such non-disclosure is noted.

#### **14. Commission Payments after Termination:**

You shall be paid commissions for the proposals secured till the date of your termination, no renewal commission shall accrue save as provided under the norms laid down by the Company relating to payment of commission after cessation of appointment as an Insurance Agent. Remuneration and Benefits shall be paid to you in accordance with the Company Policy, as amended from time to time.

#### 15. **Other Conditions:**

Notwithstanding the obligation to observe the code of conduct, you shall also bind yourself to observe the conditions as specified below.

- a) You shall conduct your business in a truly professional manner and shall keep yourself informed of the environmental changes both externally & internally.
- b) You shall not adjust/ admit/ comment on any claims whatsoever or give any commitments with reference to the claims on insurance covers issued by the Company. Upon intimation of any claim by the insured(s) or insured's representatives you must immediately inform the Company particularly the Company's claim department about the said claim and simultaneously arrange for the insured or insured's representatives to complete the necessary formalities pertaining to their claim for the Company's immediate attention. Under no circumstances you shall, pay or settle any claim, or admit any liability or institute legal proceedings or represent the Company in legal proceedings in connection with any matter relating to the claims or business of the Company, without prior written approval from the Head Office of the Company.
- c) You shall not publish or cause to be published in any media, print and or web and or electronic, any advertisement concerning the Company or its products without the prior written approval and authority of the Company and further such matter to be published or caused to be published in any media, print or electronic shall be approved in writing by the Company. You shall not distribute any circular or writing concerning the Company and/or its products without the prior written approval of the Company. Any such matter to be published or caused to be published in any type of media whatsoever or any such circular or note concerning the Company shall comply with the IRDAI (Insurance Advertisements & Disclosures) Regulations, 2000 including its amendment of 2010 and/or as may be amended from time to time by the Regulator (IRDAI). If any law suit shall be brought against the Company as a consequence of any unauthorized action or publication or statement of yours or the representative in any media, print, electronic or in any other form or for such action caused by You, all costs, loss or damages arising there from shall be borne by You. In this context, advertisement includes product highlights, calculators, Benefit illustrations premium calculators and any other material which directly or indirectly influences any person to purchase or retain insurance.
- d) You shall indemnify and keep indemnified the Company against all losses incurred by the Company arising out of and in connection with the insurance business solicited and procured by you by practicing fraud or misrepresentation made to the prospect and /or your failure to disclose to the Company such facts within your knowledge, which may adversely affect the risk to be underwritten.
- e) You agree not to represent to any person directly or indirectly, for soliciting insurance business or in any capacity (including employment of Full time, part time, contractual or on-roll, permanent, temporary or Probation) business for any other Life Insurance Company or to procure insurance by or on behalf of other life insurance companies during the currency of this relationship. You shall offer all new business solely and exclusively to the Company.
- f) You shall not directly or indirectly give any rebate of premium or offer any reduction/Inducement to any prospect or accept any remuneration either in cash or kind from any prospect. You shall be terminated if found guilty of rebating. You are requested to note that as per the provisions of Section 41 of the Insurance Act, 1938, any person making default in complying with the provisions of this section shall be liable for penalty which may extend to ten lakhs rupees for which Company reserves the right to recover from you the said penalty amount in the way as it may deems fit including any appropriate legal Action in this regard.
- g) You shall render courteous, prompt and satisfactory service to policyholders.

- h) You shall not interfere with any other proposal introduced by any other Insurance Agent(IC).
- i) You shall take every precaution to protect confidentiality of client information with respect to policy/ies and personal affairs and shall not make public any such information.
- j) You shall maintain utmost confidentiality of the business details shared with you by the Company during the relationship or thereafter.
- k) You shall not make mis-representation or any false or misleading statements in the course of selling or servicing a policy to the prospect/policyholder.
- l) You shall bring to the notice of the Company immediately; in case you attract any disqualification as per Insurance Act 1938 or Regulations of IRDAI to act as an Insurance Agent.
- m) You shall be bound by the insurance Agency rules of the company and any amendments made therein which shall be communicated to you from time to time or posted on the portal of the Company designed for agents and shall be deemed to have been automatically incorporated herein being binding at all times.
- n) You shall bring to the notice of the Insurance Company any proposal made by a prospect or any insurance business that is initially procured by you wherein you have a suspicion of a transaction which involves aspects of Money Laundering. You shall not solicit or procure insurance business which you know is for the purposes of Money Laundering and thereby expose the Company to risk relating to Money Laundering.
- o) You shall be required to comply with the applicable provisions of the Insurance Act, 1938, IRDAI circulars, guidelines, regulations and any directions issued by IRDAI or by the Company and amended thereto from time to time.
- p) You shall not directly or through a tele-caller solicit and procure insurance business through any of the distance marketing mode.

#### 16. **Indemnities:**

Without prejudice to any other rights of the Company you shall indemnify the Company and keep safe and harmless at all times from all costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any claim, attachment, or other legal process or order of any kind which may be served upon the Company by reason of breach by you of any of the conditions of the Code Of Conduct, the insurance agency related rules of the company, violation of laws including but not limited to Insurance laws, and/or any other regulations which may be applicable to the insurance Agents from time to time or any of the Terms of this Agency Appointment Letter. Failure to adhere to any of the obligations of the terms of this engagement by the agent(IC) shall give the Company right to initiate appropriate legal action which shall be in addition to the right of the Company to recover all the monies paid to you and any other losses of any nature, direct or indirect, that the Company incurs including liquidated damages. Any such recovery can be done by withholding of any amounts that may be due or become due in future. The Indemnity shall extend to costs, expenses, losses, outgoing, damages of every kind including legal fee and expenses which the Company may at any time incur or pay on account of any regulatory or statutory penalty imposed by Insurance Regulatory and Development Authority of India or any other Governmental and Statutory Authority.

#### 17. **Severability**

"If any of the provisions of this Appointment Letter shall be deemed invalid or unenforceable by any court of competent jurisdiction or by any change in the relevant regulations prescribed by the IRDAI, the remainder of this Appointment Letter, other than the portion so deemed invalid or unenforceable, shall remain unaffected thereby and each valid provision and/or terms and conditions of this Appointment Letter shall be enforced to the fullest extent permitted by law."

#### 18. **Jurisdiction:**

This Appointment Letter shall be governed by the laws of India and in the event of any dispute, the courts at Pune shall have the jurisdiction to deal with the matter.

**19. Issuance of Cessation Certificate:**

Cessation Certificate for any purpose shall be issued as per the provisions of the Guidelines on Appointment of Insurance Agents dated 15th April, 2016 issued by IRDAI as well as the Company's policy as applicable and as amended from time to time.

**20. Interpretation**

"Any and all clauses of this Appointment Letter shall be interpreted in accordance with the Insurance Regulatory and Development Authority of India (Appointment of Insurance Agents) Regulations, 2016 and any and all laws in force in the country."

**21. Lien on Commission:**

Bajaj Allianz Life Insurance Company Limited shall have lien on all commission payable to you under the terms of this Appointment Letter and the Company shall be entitled to recover any amount on account of any loss sustained by the Company arising out of any act or omission on your part or any amount recoverable from you, out of the commission payable to you. This lien shall be exercised by the Company without prejudice to other legal remedy available to the Company in law.

**22. Acceptance:**

It will be deemed that you have accepted the terms and conditions of your appointment, as set out in this Appointment Letter and its Annexures, by logging in an application for the Company's insurance product using your IC Code.

Wishing you all the best in your future career.

Yours faithfully,



Name of the Designated Official: Subhendu Kumar Mishra

## Part I: Code and Conduct

### Annexure A

You shall adhere to the code of conduct specified below at all times during the relationship between you and the Company. This code of conduct shall be read as part of the Appointment Letter and any violation thereof shall entitle the Company to terminate the Agency forthwith without any further notice

#### I) You shall,

- a) Identify yourself at all times as an Insurance Agent (IC) of the Company;
- b) Show the agency identity card to the prospect, and also disclose your agency Appointment Letter to the prospect on demand;
- c) Disseminate the requisite information in respect of insurance products offered for sale by your insurer and take into account the needs of the prospect while recommending a specific insurance plan;
- d) Where you are representing more than one insurance company offering same line of products, you should dispassionately advise the policyholder on the products of all insurers whom you are representing and the product best suited to the specific needs of the prospect.
- e) Disclose the scales of commission in respect of the insurance product offered for sale, if asked by the prospect;
- f) Indicate the premium to be charged by the insurer for the insurance product offered for sale;
- g) Explain to the prospect the nature of information required in the proposal form by the Company, and also the importance of disclosure of material information in the purchase of an insurance contract;
- h) Bring to the notice of the Company any adverse habits or income inconsistency of the prospect, in the form of a report called "Insurance Agent's Confidential Report" along with every proposal submitted to the Company, and any material fact that may adversely affect the underwriting decision of the Company as regards acceptance of the proposal, by making all reasonable enquiries about the prospect;
- i) Obtain the requisite documents at the time of filling the proposal form and other documents subsequently asked for by the Company for completion of the proposal;
- j) Advise every prospect to effect nomination under the policy
- k) Inform promptly the prospect about the acceptance or rejection of the proposal by the Company;
- l) Render necessary assistance and advice to every policyholder on all policy servicing matters including assignment of policy, change of address or exercise of options under the policy or any other policy service, wherever necessary;
- m) Render necessary assistance to the policyholders or claimants or beneficiaries in complying with the requirements for settlement of claims by the Company;

#### (II) You shall not,

- a) Solicit or procure insurance business without being appointed to act as such by the Company
- b) Induce the prospect to omit any material information in the proposal form;
- c) Induce the prospect to submit wrong information in the proposal form or documents submitted to the Company for acceptance of the proposal;
- d) Resort to multilevel marketing for soliciting and procuring insurance policies and/or induct any prospect/ policyholder to join a multilevel level marketing scheme.
- e) Behave in a discourteous manner with the prospect;
- f) Interfere with any proposal introduced by any other Insurance Agent;

- g) Offer different rates, advantages, terms and conditions other than those offered by the Company;
- h) Demand or receive a share of proceeds from the beneficiary under an insurance contract;
- i) Force a policyholder to terminate the existing policy and to effect a new policy from him within three years from the date of such termination of the earlier policy;
- j) Apply for fresh agency appointment to act as an Insurance Agent, if your agency appointment was earlier cancelled by the designated official on grounds of fraud, misconduct and/or misrepresentation, and a period of five years has not elapsed from the date of such cancellation;
- k) Become or remain a director of any insurance company;

### **Annexure B**

#### Declaration to abide by the Aadhaar regulations.

I hereby undertake that in addition to any other compliance requirements prescribed under your Appointment Letter as well as otherwise applicable under law, I shall ensure compliance with the below mentioned requirements under Aadhaar (Targeted Delivery of Financial and other subsidies, Benefits and Services) Act, 2016, Aadhaar and other laws (Amendment) Act, 2019 and regulations there under as amended from time to time.

Ensure to obtain consent of the person while collecting his Aadhaar detail.

1. Collection of Aadhaar shall be purpose specific.
2. The Aadhaar holder shall be informed of the alternatives of Aadhaar details for providing identity information.
3. Aadhaar details shall not be shared with any third party unless the Aadhaar holder has been informed about the same in writing.
4. No Aadhaar related information collected shall be published or displayed publicly.
5. The identity information/ Aadhaar details collected shall be kept confidential, secured and protected against any third-party access.

Signature of the witness

#### **Encl.: 1) Agent Identity Card**

**You shall,**

- a) With a view to conserve the insurance business already procured through you, make every attempt to ensure remittance of the premiums by the policyholders within the stipulated time, by giving notice to the policyholder orally and in writing;
- b) Be bound by the insurance agency rules & regulations of the company and the amendments thereof as communicated to you from time to time or posted on the portal of the Company designed for Insurance Agents and such communications shall be deemed to have been incorporated herein being binding at all times.

#### **Part II: Minimum Business Guarantee Norms of Insurance Agent (IC)**

The Minimum Business Guarantee (MBG) norms stipulated for an Insurance Agent (IC) in his/her Agency Year is given below. MBG norms are however subject to change from time to time. The Company in its sole discretion reserves the right not to enforce Termination of your insurance agency on grounds of non- achievement of Minimum Business Guarantee norms laid down by the Company in any agency year. Agents have to adhere to the following MBG norms during all his/her Agency year, which is given below. An Insurance Agent (IC) is liable for termination or suspension in case he/she fails to achieve the mentioned MBG norms. Lapsed policies and/or the lapse of corresponding Premium shall not be taken into account at the time of MBG assessment.

For further details, please refer to our latest Reinstatement Norms.

Period	MBG norms per Agency Year
Agency Year	a) For the first agency year – Sourcing of at least 1 policy b) For the second agency year and onwards - Sourcing of at least 1 policy, or minimum 2 active customers (other than single premium policy holder), who is sourced by or allotted to the agent, paying all the due renewal premiums on the policy during that agency year

MBG Review will be done every month & in case the criteria for MBG norms are not achieved in a year, the agency shall be suspended.

#### **REINSTATEMENT NORMS FOR THE AGENCY TERMINATED FOR NON ACHIEVEMENT OF MBG.**

For Reinstatement of insurance agency deactivated or suspended on grounds of non-achievement of minimum business validation target as mentioned herein above, you/Agent shall continue to have the right to solicit and procure insurance business for the Company for the purposes of achievement of targets prescribed for reinstatement of your/Agent's insurance agency for which the following business targets are required to be achieved:

Period	MBG norms per Agency Year
For Agency Year wherein MBG was not complied	Application in writing by IC, along with a fresh proposal for at least 1 (One) new policy successfully sourced by Agent and issued by BALIC.i.e. An Agent upon termination/ suspension of his agency can apply for

Reinstatement review will be done every month & in case the Reinstatement norms are not achieved within 30 days from the date of Reinstatement, the agency shall be terminated/deactivated further.


On reinstatement MBG norms needs to be complied for the agency year in which Insurance Code has been reinstated.

Reinstatement of insurance agency terminated or deactivated on grounds of non-achievement of minimum business guarantee norms, can be considered subject to reinstatement norms made. However during the period of deactivation or termination on grounds of non-achievement of MBG norms, the insurance agent will not be allowed to or entitled to receive commission on renewal premium for the business already sourced.

**Mr. BABBU HUSEN GAVALI**

Insurance Consultant



  
LIFE GOALS. DONE.  
Agent Code : ABLC1003310560  
Contact No. : 7020277795  
Date of Issue : 23/11/2023  
Date of Expiry : 30/11/2024

Bajaj Allianz Life Insurance Company Limited.

This card is exclusive property of Bajaj Allianz Life Insurance Co. Ltd.  
If Found, please return to the following address.

**Office Address :**

Bajaj Allianz Life Insurance Co. Ltd., Bajaj Allianz House,  
Airport Road, Yerawada, Pune - 411006.Tel -(091 20) 66026777

Bajaj Allianz Life Insurance Company Limited.  
"To be the best life insurance company to Buy From Work For & Invest In"

## अंबाजोगाईतील ६४ सुशिक्षित व बेरोजगार तरुणांना मिळाली बहुराष्ट्रीय कंपनीत नौकरी

प्रत्यक्ष मुलाखातीत तब्बल ४० तरुणींची लक्षणीय कामगिरी

मराठवाड्यातील तरुणांमध्ये आंतरराष्ट्रीय स्तरांवर झेप घेण्याची धमक : संजीव श्रीवास्तव



अंबाजोगाई (प्रतिनिधी)- सर्वाधिक तरुणाईचा देश म्हणून भारताची जगात ओळख आहे. यात मराठवाड्यातील तरुणांची संख्या लक्षणीय आहे. तरुणांतील सुप्त गुणांच्या आधारे त्यांना आंतरराष्ट्रीय स्तरांवर झेप घेण्याची क्षमता असल्याचे प्रतिपादन बजाज अलियांझचे विभागीय प्रमुख व कार्यक्रमाचे उद्घाटक संजीव श्रीवास्तव यांनी केले. ते आई सेंटर व यशवंतराव चव्हाण महाविद्यालय, अंबाजोगाई यांच्या संयुक्त पुढाकाराने आयोजित नौकरी मेळाव्यात बोलत होते.

यावेळी भारतातील विमा क्षेत्रातील नामांकित बहुराष्ट्रीय कंपनी बजाज अलियांझ लाइफ इन्शुरन्स कंपनी लिमिटेड मुख्य कार्यालय - पुणे, यशवंतराव चव्हाण महाविद्यालय, अंबाजोगाई व प्रशिक्षण क्षेत्रात अग्रगण्य असणारे इन्फॉर्मेशन एक्सचेंज सेंटर अर्थात 'आई सेंटर' यांच्या संयुक्त पुढाकाराने कॅम्पस इंटरव्ह्यू चे आयोजन शनिवार, दि.२८ ऑक्टोबर २०२३ रोजी यशवंत सभागृह, अंबाजोगाई येथे करण्यात आले होते. कार्यक्रमाचे अध्यक्षस्थानी दत्तात्रय पाटील हे होते. तर उद्घाटक म्हणून बजाज अलियांझचे प्रमुख पदावरील महाराष्ट्र आणि गोवा विभागीय प्रमुख संजीव श्रीवास्तव हे होते. तर विचारमंचावर क्षेत्र सहयोगी व्यवस्थापक सचिन शेटी, मुख्य रिटेल पार्टनर उषा शर्मा यांच्या समवेत प्राचार्य डॉ.शिवदास शिरसाठ, प्रशिक्षण व नियुक्ती कक्ष प्रमुख डॉ.इंद्रजीत भगत

तसेच बजाज अलियांझचे प्रशिक्षण भागीदार असणारे आई सेंटरचे संस्थापक तथा सुप्रसिद्ध लेखक सर नागेश जोधळे यांची विशेष उपस्थिती होती. यावेळी बोलताना संजीव श्रीवास्तव (बिहार) यांनी आपल्या जडण-घडणीत भाषेचे महत्व विशद केले. बहुराष्ट्रीय तथा आंतरराष्ट्रीय स्तरांवर कोणत्याही क्षेत्रात काम करण्यासाठी आपणांस जागतिक भाषा इंग्रजी अतिशय मोलाचे ठरणार असल्याचे सांगितले. आपले ज्ञान, कौशल्य, विचार व वर्तणूक हे व्यक्तिमत्त्व विकासासाठी महत्त्वपूर्ण असून आपण महाविद्यालयीन जीवनापासूनच आपल्या पायावर उभे राहण्यासाठी सुरुवात करणे आवश्यक असल्याचे सांगितले. तत्पूर्वी कार्यक्रमाचे प्रास्ताविक प्राचार्य डॉ.शिवदास शिरसाठ यांनी केले. तर परराज्यातून आलेल्या पाहुण्यांचा परिचय आपल्या खास शैलीत सर नागेश जोधळे यांनी उपस्थितांना करून दिला. नौकरी मिळवून स्वतःला व परिवाराला अधिक सक्षम बनविण्यासाठी २२९ उमेदवारांनी ऑनलाईन व ऑफलाईनच्या माध्यमातून पूर्व नोंदणी केलेली होती. यातील एकूण १०७ जणांपैकी ४५ उमेदवारांनी ऑनलाईन व्हिडिओच्या माध्यमातून मुलाखात दिली. त्यापैकी १९ जणांची निवड करण्यात आलेली आहे. तसेच, ६२ उमेदवारांची मुलाखत ही ऑफलाईन म्हणजेच प्रत्यक्ष घेण्यात आलेली होती व त्यापैकी ४७ जणांची निवड करण्यात आलेली आहे. मुलाखातीत यशस्वी झालेल्या उमेदवारांना

ई-मेल द्वारे व फोन करून कळविण्यात आलेले असून त्यांचे पुढील कार्यालयीन प्रक्रिया व नियुक्तीपत्र तसेच सुयोग्य प्रशिक्षण देण्यात येणार आहे. सदरील मुलाखाती (कॅम्पस इंटरव्ह्यू) बजाज अलियांझचे प्रमुख संजीव श्रीवास्तव व आई सेंटरचे प्रमुख सर नागेश जोधळे यांच्या मार्गदर्शनाखाली सचिन शेटी (सोलापूर), उषा शर्मा (रायपूर) यांच्यासह शिवम चौधरी (दिल्ली), कु.तनुजा चौधरी (दिल्ली), नागराज लिगाडे, योगेश पाडळे, शुभम नांदुरकर, चंदु ठाकरे (सर्व पुणे) यांनी अर्जदारांची मुलाखत घेताना त्यांच्यातील सुप्त गुण तसेच उणीवा देखील निदर्शनास आणून दिल्या व त्या भरून काढण्यासाठी सकारात्मक मार्गदर्शन ही केले. या कार्यक्रमाचे सूत्रसंचालन डॉ.मनोरमा पवार यांनी केले. तर यावेळेस उपस्थित मान्यवरांचे, तसेच सर्व प्राध्यापक, स्टाफ व मुलाखातीसाठी आलेल्या उमेदवारांचे आभार डॉ.अरविंद घोडके यांनी मानले. हा कॅम्पस इंटरव्ह्यू यशस्वी करण्यासाठी प्रशिक्षण व नियुक्ती कक्षाचे प्रमुख डॉ.इंद्रजीत भगत (वाणिज्य), डॉ.अरविंद घोडके (विज्ञान), व डॉ.दिलीप भिसे (कला) यशवंतराव चव्हाण महाविद्यालय, अंबाजोगाई तसेच, आई सेंटरचे संदीप अंबेसंगे, सीताराम मनदुमले, प्रतिक गौतम, कु.योगेश्वरी पुदाले, कु.श्रुती शेकटकर, कु.प्रतिक्षा मस्के यांच्यासह सर्व फॅमिली मॅम्बर्स यांनी पुढाकार घेतला.



DR. INDRAJEET BHAGAT <dr.indrajeetbhagat@gmail.com>

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## Campus Recruitment - Bajaj Allianz Life.

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**USHA SHARMA** <usha.sharma01@vabalic.in>

Mon, Oct 30, 2023 at 5:52 PM

To: ycmcom2022@gmail.com

Cc: dr.indrajeetbhagat@gmail.com

To,

The Principal  
Vice Principal  
Yashwantrao  
Chavhan College  
Ambajogai ,  
Beed (M.H.)

Subject: Selected Candidates at Bajaj Allianz Life - 47 Candidates

Respected Sir,

We're delighted to announce the candidates selected for Bajaj Allianz Life Insurance Co Ltd. after the Group Discussion and Personal Interview rounds.

**\*SELECTED CANDIDATES\***

1. Pratiksha Vijay Maske
2. Sakshi Suresh Sharma
3. Ajay Bhagwan Savle
4. Mohini TUkaram, Borade
5. Sandhya Satish bhagat
6. Rushikesh Nivrutti Mule
7. Sakshi Bhagwanrao Shinde
8. Vishal tukaram Kendre
9. Pravin Balasaheb Chopane
10. Madhuri Dharmaraj Jadhav
11. Aditya Vilas Maske
12. Rutuja Shivram Munde
13. Dhanashri Tatyasaheb Bhise
14. Deepali Satish Mahamuni
15. Vaishnavi Digambar Bawane
16. Aditya Ashok Ghorpade
17. Priya Datta Jirange
18. Aditya Janardhan Shinde
19. Rohan Shankarrao Ratnaparkhi
20. Suraj Rajaram Gitte
21. Nikita Sudam Solanke
22. Pragati Nanasaheb Jagdand
23. Mayuri Shivaji Raut
24. Pranali Vishnu Karad
25. Yogita Shrikrushna Panchal
26. Rutuja Lanudas Dange
27. Nikita Dilip Saudagar
28. Poonam Dilip Salve
29. Shiba Nayyam Shaikh
30. Revati Uddhavrao Jadhav
31. Jishan Anis Shaikh

32. Shweta Shamsundar More
33. Sarthak Sangram Bhalerao
34. Sakshi Bhausaheb Gulbhile
35. Minanath Nivrutti Kundgar
36. Sonali Madhukar Rode
37. Mital Shivaji Raut
38. Arjun Vishal Sontakke
39. Babbu Husen Gavali
40. Abdul Sami Khan
41. Nitin Sanjay Thorat
42. Kavita Babasaheb Paul
43. Vaishnavi Balasaheb Somvanshi
44. Vaibhav Vishnu Naybal
45. Praful Sundarrao Maske
46. Shubham Manoj Deshmane
47. Akash Dnyanoba Phad

Congratulations to the selected candidates. Expect individual communications for onboarding details.

Thank you to all applicants for there interest in Bajaj Allianz Life Insurance.

Best Regards,

Usha Sharma  
Chief Retail Partner  
Bajaj Allianz Life Insurance Co Ltd.  
+917420974743 (M)



DR. INDRAJEET BHAGAT <dr.indrajeetbhagat@gmail.com>

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## FW: Qualify for JCA profile.

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Jagannath1.Jha@ril.com <Jagannath1.Jha@ril.com>  
To: dr.indrajeetbhagat@gmail.com

Sat, Oct 7, 2023 at 9:24 PM

fyi

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**From:** Jagannath1 Jha  
**Sent:** 07 October 2023 19:04  
**To:** 'yccambajogai@gmail.com' <yccambajogai@gmail.com>; 'yccambajogai@mshmandal.in' <yccambajogai@mshmandal.in>  
**Cc:** 'dr.indrajeetbhagat@gamil.com' <dr.indrajeetbhagat@gamil.com>; Mohmmedsameer Bani <Mohmmedsameer.Bani@ril.com>; Jagdish Chungade <Jagdish.Chungade@ril.com>  
**Subject:** Qualify for JCA profile.

Dear sir,

I am happy to say that below candidates are shortlisted for JCA profile. Please inform her for further process. Thank you for wonderful support to make our event successful.

SR NO.	NAME	MOB .NO	PROFILE
1	ANAJALI CHOUDHARI	7875429688	JCA
2	HARSHADA WANDRE	9511662539	JCA
3	MAYURI SARDA	9850346460	JCA
4	SHILPA KHATILE	9373163142	JCA
5	SAKSHI SHARMA	9966505426	JCA

Regards,

Jagannath Jha

JCM – Ambajogai

9699739663



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Private and Confidential

Reference ID: **APPT/01008377/2023**

**27.June.2023**

Name: **Vairage Sandip Lahu**  
E-Code: **01008385**

Dear **Vairage Sandip Lahu**

Kindly refer to our meetings and exchange of communication in connection with your employment with us. We wish to confirm your appointment as **Sales Executive** in **SG01A** grade with our company "Paytm Services Private Limited", with effect from **22.06.2023** and welcome you as a member of Paytm Services team.

The terms and conditions of your employment are listed below:

1. Your total CTC is **Rs. 331109 Rupees Three Lakhs Thirty One Thousand One Hundred Nine Only** per annum. Out of this CTC **Rs. 144000 Rupees One Lakh Forty Four Thousand Only** per annum will be linked with your performance and target achievements. This is the total cost to the Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Your salary and other remuneration details are known to you only. Others within the organization will know your salary only on a need to know basis. You shall not divulge the details of your salary to anyone in the organization 'under any circumstances and breach of this clause shall be treated as 'cause' as defined in clause 23 of this letter. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.
3. You will render your services exclusively to Paytm Services on a full-time basis. You are not entitled to take up any other assignment or employment of any nature whatsoever, part time or otherwise, with any other company, organization or individual, which may involve personal input directly or indirectly in any way whatsoever.
4. You will be entitled to leaves as per the rules of the company.
5. You shall be governed by the Personnel Policies and Rules of Conduct of the Company. The Personnel Policies, Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses of the Company will be periodically updated, and you will be bound by the terms of such updated policies/terms from time to time.



6. You are bound by a strict confidentiality and privacy policy and shall not divulge to anyone verbally or otherwise any Company its affiliates and subsidiaries information, particulars or details of administrative/Business/organizational and of Company its affiliates and subsidiaries customers/clients, or any other matters which it may be your personal privilege to know by virtue of your being our employee. As used in this letter, 'Business' means the businesses carried on by the Company its affiliates and subsidiaries, or which may be carried out in future during the tenure of your association with the Company.

7. You are required to sign the Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses.

8. This is understood that the Company develops and markets application interaction, products and services, you agree that during the period of your employment and for a period of (12) months thereafter, you will not directly or indirectly: (i) market or sell products or perform services such as are offered or conducted by the Company, its affiliates and subsidiaries during the period of your employment, to any customer or client of the Company particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and/or related to such matters, during the period of your employment with the Company (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the Company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and related to such matters, during the period of your employment with the Company. ), except that you may own, in the aggregate, not more than 1% of the outstanding shares of any publicly held corporation which is a competitive Business which has shares listed for trading on securities exchange registered with the securities and Exchange Commission or through the automatic quotation system of a registered securities association.

9. In case you are suggesting or confirming procurement or purchase or availment of material or services from your relatives, friends, associates, acquaintances directly or indirectly you will disclose the same to the management as part of purchase process. In case you fail to disclose the same and such non-disclosure puts the Company or its associates or subcontractors at a disadvantage or commercial loss, the company can take appropriate action against you. If you are aware of any unethical practices which are putting company or its associates or subcontractors under any commercial disadvantage you are expected to share this at [codeofconduct@paytmservices.com](mailto:codeofconduct@paytmservices.com).

10. You must, at all times, comply with the applicable rules and regulations, honest conduct, high ethical business standards and commitment to the company. Organization will not tolerate any such incident wherein an employee is found to be involved in any unethical business dealing and benefiting himself/herself or helping someone with whom he/she is associated directly or indirectly or has vested interest for personal benefit/gains. Any breach will be viewed seriously and it may lead to severe disciplinary action and legal proceedings.

11. You have agreed that during your employment with Paytm Services you will disclose the details of any relative or partnership firm or sole proprietorship firm or companies in which you or your relative(s) may have any direct or indirect interest by virtue of being partner or employee or shareholder or otherwise who/which propose to enter or are already into any transaction/agreement with Paytm Services in connection with its business affairs. This disclosure shall be made by you forthwith, when information of such transaction/agreement comes to your notice.

12. As per the agreement, you agree that after the date hereof during employment with Paytm Services and for a period of 2 years after employment with Paytm Services you shall not, unless required by law, subpoena or court order, without the prior written consent of the Company, directly or indirectly,



a. Divulge to anyone, other than persons design informed, the Company in writing, use or seek to benefit personally from any trade secrets, names of customers of or suppliers to the Company, business plans, marketing strategies, product costs, financial information of the Company, market strategies or other confidential information, or any ideas, designs creations, inventions, discoveries, improvements, devices, practices, processes, methods, or products of the Company (collectively, the "Protected Information") relating to the Business, whether patented or not patented or patentable, as to which you are informed and which shall not be generally known to the public or recognized as standard practice; or

b. Claim to have any right, title, or interest of any kind or nature whatsoever in or to any of the Protected Information.

13. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our company to offer you employment. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the company is false, in such a case, you shall be liable for removal from service without any notice or compensation in lieu thereof.

14. You may be transferred to any Section/Department/Unit/subsidiary or Branch in India or abroad either existing or which may come into existence is justified.

15. Your appointment and continuance in the employment shall be subject to being medically fit for the Paytm Services' employment. Paytm Services may, upon in its sole discretion subject you to undergo medical examination from a Medical practitioner / Surgeon / Medical Officer acceptable to the Paytm Services, from time to time as per HR Department guidelines

16. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 day's notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 30 day's notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 30 day's notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

17. You shall not divulge any confidential information, data, opinion, practices, usages, formulas, outside the Paytm Services to any person/firm/company/organization, etc by whatever nomenclature or utilize any of the Paytm Services' confidential information or any other information which you may possesses or come across by reason of your association and employment with the Paytm Services.

18. Your service will be on probation basis for a period of six (6) months and will automatically get confirmed once you complete the probation period. However, management may at its discretion extend your probationary period either during or at the end of your original or extended period(s). In case of extended probation period you would be covered under PIP (Performance Improvement Plan).



19. You agree that if you voluntarily leave the employment of the company within 18 months of taking up the appointment or terminated for any cause mentioned Clause 23, any expenses incurred by the company on your hiring such as relocation, accommodation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from your final salary.

20. The age of superannuation shall be 60 years. As such, you will automatically retire from and cease to be in the services of the Paytm Services on attaining the age of 60 years. Your age mentioned in the school certificate will be deemed the conclusive proof of your date of birth

21. In case you tender resignation from the services of the Paytm Services, you shall not discontinue / stop attending the Paytm Services / assigned work unless and until you are relieved from the services of the Paytm Services. In case you discontinue / stop attending the Paytm Services / assigned work after tendering the resignation but before the same is specifically accepted by the Paytm Services' HR department, you shall be liable for disciplinary action treating such absence as unauthorized and irregular

22. You will be liable to handover to the Paytm Services' nominated person / reporting authority the charge of the branch/department/section/ division/ team and also the letter of authority, power of attorney, electronic devices for fund transfer and such other privilege access for transfer / transmission / transactions if any, issued to you and also the property / material / valuable / others of the Paytm Services, which is / are held or have come in your possession, at the time of separation of your employment with the Paytm Services.

23. Notwithstanding the preceding clause, your employment may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following:

(i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

24. In any proceedings to enforce or interpret this agreement, Paytm Services shall be entitled to recover its attorneys' and/or legal fees in addition to all other available relief from you.

25. You are authorized to incur reasonable and necessary expenses in authorized business related travels, lodging and other expenses in the performance of his/her duties under this Agreement, provided such expenses are substantiated. The Company shall pay or reimburse such expenses to the extent you submits vouchers or other documentation in accordance with the applicable policy. No personal expenses shall be borne or reimbursed by the Company.

26. You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or any amount equivalent to proportionate salary in lieu of unserved notice period after your tendency of resignation and leaving the company without serving full notice period or costs incurred by the Company suffers any damage, loss, claim or action arising directly or indirectly from any act or omission by you in violation of this Agreement, any other Company policies or any applicable law, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

27. In the event of termination by the Company or in case of resignation by you as per, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave the Company may require you to have no contact with all or any of the Company's or Group Companies' agents, employees, officers, customers, contractors, clients, distributors, suppliers, shareholders (direct or indirect) or its affiliates.



28. All notices or other communications required or permitted to be delivered or given hereunder shall be delivered to the intended recipient by prepaid post, by hand or email, at the address mentioned along with the Party's names in the beginning of this Agreement. You shall promptly intimate the Company in writing of any change in address. Any notice given or made under this Agreement will be taken to be duly give or made in the case of delivery in person, when delivered; in the case of delivery by post, 5 days after posting; and in case of email, immediately after the transmission.

29. In case of any dispute with regard to these agreement, the same shall be amicably settled between us failing which the Company shall have the discretion to appoint a sole arbitrator. Such arbitration shall be governed by the provisions of the India Arbitration and Conciliation Act, 1996 or any amendment thereto. The venue for arbitration shall be Delhi and the arbitration proceedings shall be in English. Any award passed by the arbitrator shall be final and binding on the parties and shall be enforceable in any court of law having competent jurisdiction.

This is a system generated mail, by default we consider it as your acceptance on all the employment term.

We look forward to a productive and mutually beneficial relationship.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Abhay Singh".

Abhay Singh

Authorized Signatory

Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



E-Code: **01008385**  
Name: **Vairage Sandip Lahu**

Designation: **Sales Executive**  
Grade: **SG01A**

CTC Structure		
Salary Component	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	1058	12696
Special Allowance / Flexi Benefits Bucket*	0	0
Statutory Bonus	2300	27600
EPF Contribution Employer	1488	17856
ESI Contribution for Employer	437	5244
Medical Insurance Premium	209	2508
Sales Linked Incentive (SLI)	12000	144000
Collection Linked Incentive (CLI)	-	-
<b>Total Salary (Gross CTC)</b>	<b>27592</b>	<b>331109</b>

\* Medical Insurance premium rate is subject to change.

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (SLI/CLI): SLI/CLI will be subject to the sales target Vs achievement by employees. This will be paid on a monthly basis.

\* Fair Day Attendance will be applicable as per policy.



Private and Confidential

Reference ID: **APPT/01008377/2023**

**27.June.2023**

Name: **Shinde Krushna Murali**  
E-Code: **01008384**

Dear **Shinde Krushna Murali**,

Kindly refer to our meetings and exchange of communication in connection with your employment with us. We wish to confirm your appointment as **Sales Executive** in **SG01A** grade with our company "Paytm Services Private Limited", with effect from **22.06.2023** and welcome you as a member of Paytm Services team.

The terms and conditions of your employment are listed below:

1. Your total CTC is **Rs. 331109 Rupees Three Lakhs Thirty One Thousand One Hundred Nine Only** per annum. Out of this CTC **Rs. 144000 Rupees One Lakh Forty Four Thousand Only** per annum will be linked with your performance and target achievements. This is the total cost to the Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Your salary and other remuneration details are known to you only. Others within the organization will know your salary only on a need to know basis. You shall not divulge the details of your salary to anyone in the organization 'under any circumstances and breach of this clause shall be treated as 'cause' as defined in clause 23 of this letter. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.
3. You will render your services exclusively to Paytm Services on a full-time basis. You are not entitled to take up any other assignment or employment of any nature whatsoever, part time or otherwise, with any other company, organization or individual, which may involve personal input directly or indirectly in any way whatsoever.
4. You will be entitled to leaves as per the rules of the company.
5. You shall be governed by the Personnel Policies and Rules of Conduct of the Company. The Personnel Policies, Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses of the Company will be periodically updated, and you will be bound by the terms of such updated policies/terms from time to time.



6. You are bound by a strict confidentiality and privacy policy and shall not divulge to anyone verbally or otherwise any Company its affiliates and subsidiaries information, particulars or details of administrative/Business/organizational and of Company its affiliates and subsidiaries customers/clients, or any other matters which it may be your personal privilege to know by virtue of your being our employee. As used in this letter, 'Business' means the businesses carried on by the Company its affiliates and subsidiaries, or which may be carried out in future during the tenure of your association with the Company.

7. You are required to sign the Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses.

8. This is understood that the Company develops and markets application interaction, products and services, you agree that during the period of your employment and for a period of (12) months thereafter, you will not directly or indirectly: (i) market or sell products or perform services such as are offered or conducted by the Company, its affiliates and subsidiaries during the period of your employment, to any customer or client of the Company particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and/or related to such matters, during the period of your employment with the Company (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the Company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and related to such matters, during the period of your employment with the Company. ), except that you may own, in the aggregate, not more than 1% of the outstanding shares of any publicly held corporation which is a competitive Business which has shares listed for trading on securities exchange registered with the securities and Exchange Commission or through the automatic quotation system of a registered securities association.

9. In case you are suggesting or confirming procurement or purchase or availment of material or services from your relatives, friends, associates, acquaintances directly or indirectly you will disclose the same to the management as part of purchase process. In case you fail to disclose the same and such non-disclosure puts the Company or its associates or subcontractors at a disadvantage or commercial loss, the company can take appropriate action against you. If you are aware of any unethical practices which are putting company or its associates or subcontractors under any commercial disadvantage you are expected to share this at [codeofconduct@paytmservices.com](mailto:codeofconduct@paytmservices.com).

10. You must, at all times, comply with the applicable rules and regulations, honest conduct, high ethical business standards and commitment to the company. Organization will not tolerate any such incident wherein an employee is found to be involved in any unethical business dealing and benefiting himself/herself or helping someone with whom he/she is associated directly or indirectly or has vested interest for personal benefit/gains. Any breach will be viewed seriously and it may lead to severe disciplinary action and legal proceedings.

11. You have agreed that during your employment with Paytm Services you will disclose the details of any relative or partnership firm or sole proprietorship firm or companies in which you or your relative(s) may have any direct or indirect interest by virtue of being partner or employee or shareholder or otherwise who/which propose to enter or are already into any transaction/agreement with Paytm Services in connection with its business affairs. This disclosure shall be made by you forthwith, when information of such transaction/agreement comes to your notice.

12. As per the agreement, you agree that after the date hereof during employment with Paytm Services and for a period of 2 years after employment with Paytm Services you shall not, unless required by law, subpoena or court order, without the prior written consent of the Company, directly or indirectly,



a. Divulge to anyone, other than persons design informed, the Company in writing, use or seek to benefit personally from any trade secrets, names of customers of or suppliers to the Company, business plans, marketing strategies, product costs, financial information of the Company, market strategies or other confidential information, or any ideas, designs creations, inventions, discoveries, improvements, devices, practices, processes, methods, or products of the Company (collectively, the "Protected Information") relating to the Business, whether patented or not patented or patentable, as to which you are informed and which shall not be generally known to the public or recognized as standard practice; or

b. Claim to have any right, title, or interest of any kind or nature whatsoever in or to any of the Protected Information.

13. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our company to offer you employment. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the company is false, in such a case, you shall be liable for removal from service without any notice or compensation in lieu thereof.

14. You may be transferred to any Section/Department/Unit/subsidiary or Branch in India or abroad either existing or which may come into existence is justified.

15. Your appointment and continuance in the employment shall be subject to being medically fit for the Paytm Services' employment. Paytm Services may, upon in its sole discretion subject you to undergo medical examination from a Medical practitioner / Surgeon / Medical Officer acceptable to the Paytm Services, from time to time as per HR Department guidelines

16. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 day's notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 30 day's notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 30 day's notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

17. You shall not divulge any confidential information, data, opinion, practices, usages, formulas, outside the Paytm Services to any person/firm/company/organization, etc by whatever nomenclature or utilize any of the Paytm Services' confidential information or any other information which you may possesses or come across by reason of your association and employment with the Paytm Services.

18. Your service will be on probation basis for a period of six (6) months and will automatically get confirmed once you complete the probation period. However, management may at its discretion extend your probationary period either during or at the end of your original or extended period(s). In case of extended probation period you would be covered under PIP (Performance Improvement Plan).



19. You agree that if you voluntarily leave the employment of the company within 18 months of taking up the appointment or terminated for any cause mentioned Clause 23, any expenses incurred by the company on your hiring such as relocation, accommodation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from your final salary.

20. The age of superannuation shall be 60 years. As such, you will automatically retire from and cease to be in the services of the Paytm Services on attaining the age of 60 years. Your age mentioned in the school certificate will be deemed the conclusive proof of your date of birth

21. In case you tender resignation from the services of the Paytm Services, you shall not discontinue / stop attending the Paytm Services / assigned work unless and until you are relieved from the services of the Paytm Services. In case you discontinue / stop attending the Paytm Services / assigned work after tendering the resignation but before the same is specifically accepted by the Paytm Services' HR department, you shall be liable for disciplinary action treating such absence as unauthorized and irregular

22. You will be liable to handover to the Paytm Services' nominated person / reporting authority the charge of the branch/department/section/ division/ team and also the letter of authority, power of attorney, electronic devices for fund transfer and such other privilege access for transfer / transmission / transactions if any, issued to you and also the property / material / valuable / others of the Paytm Services, which is / are held or have come in your possession, at the time of separation of your employment with the Paytm Services.

23. Notwithstanding the preceding clause, your employment may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following:

(i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

24. In any proceedings to enforce or interpret this agreement, Paytm Services shall be entitled to recover its attorneys' and/or legal fees in addition to all other available relief from you.

25. You are authorized to incur reasonable and necessary expenses in authorized business related travels, lodging and other expenses in the performance of his/her duties under this Agreement, provided such expenses are substantiated. The Company shall pay or reimburse such expenses to the extent you submits vouchers or other documentation in accordance with the applicable policy. No personal expenses shall be borne or reimbursed by the Company.

26. You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or any amount equivalent to proportionate salary in lieu of unserved notice period after your tendency of resignation and leaving the company without serving full notice period or costs incurred by the Company suffers any damage, loss, claim or action arising directly or indirectly from any act or omission by you in violation of this Agreement, any other Company policies or any applicable law, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

27. In the event of termination by the Company or in case of resignation by you as per, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave the Company may require you to have no contact with all or any of the Company's or Group Companies' agents, employees, officers, customers, contractors, clients, distributors, suppliers, shareholders (direct or indirect) or its affiliates.



28. All notices or other communications required or permitted to be delivered or given hereunder shall be delivered to the intended recipient by prepaid post, by hand or email, at the address mentioned along with the Party's names in the beginning of this Agreement. You shall promptly intimate the Company in writing of any change in address. Any notice given or made under this Agreement will be taken to be duly give or made in the case of delivery in person, when delivered; in the case of delivery by post, 5 days after posting; and in case of email, immediately after the transmission.

29. In case of any dispute with regard to these agreement, the same shall be amicably settled between us failing which the Company shall have the discretion to appoint a sole arbitrator. Such arbitration shall be governed by the provisions of the India Arbitration and Conciliation Act, 1996 or any amendment thereto. The venue for arbitration shall be Delhi and the arbitration proceedings shall be in English. Any award passed by the arbitrator shall be final and binding on the parties and shall be enforceable in any court of law having competent jurisdiction.

This is a system generated mail, by default we consider it as your acceptance on all the employment term.

We look forward to a productive and mutually beneficial relationship.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Abhay Singh", is written over a faint, circular, light blue watermark.

Abhay Singh

Authorized Signatory

Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



E-Code: **01008384**

Designation: **Sales Executive**

Name: **Shinde Krushna Murali**

Grade: **SG01A**

CTC Structure		
Salary Component	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	1058	12696
Special Allowance / Flexi Benefits Bucket*	0	0
Statutory Bonus	2300	27600
EPF Contribution Employer	1488	17856
ESI Contribution for Employer	437	5244
Medical Insurance Premium	209	2508
Sales Linked Incentive (SLI)	12000	144000
Collection Linked Incentive (CLI)	-	-
<b>Total Salary (Gross CTC)</b>	<b>27592</b>	<b>331109</b>

\* Medical Insurance premium rate is subject to change.

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (SLI/CLI): SLI/CLI will be subject to the sales target Vs achievement by employees. This will be paid on a monthly basis.

\* Fair Day Attendance will be applicable as per policy.



Private and Confidential

Reference ID: **APPT/01008377/2023**

**27.June.2023**

Name: **Shaikh Awej Rahim**  
E-Code: **01008383**

Dear **Shaikh Awej Rahim**,

Kindly refer to our meetings and exchange of communication in connection with your employment with us. We wish to confirm your appointment as **Sales Executive** in **SG01A** grade with our company "Paytm Services Private Limited", with effect from **22.06.2023** and welcome you as a member of Paytm Services team.

The terms and conditions of your employment are listed below:

1. Your total CTC is **Rs. 331109 Rupees Three Lakhs Thirty One Thousand One Hundred Nine Only** per annum. Out of this CTC **Rs. 144000 Rupees One Lakh Forty Four Thousand Only** per annum will be linked with your performance and target achievements. This is the total cost to the Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Your salary and other remuneration details are known to you only. Others within the organization will know your salary only on a need to know basis. You shall not divulge the details of your salary to anyone in the organization 'under any circumstances and breach of this clause shall be treated as 'cause' as defined in clause 23 of this letter. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.
3. You will render your services exclusively to Paytm Services on a full-time basis. You are not entitled to take up any other assignment or employment of any nature whatsoever, part time or otherwise, with any other company, organization or individual, which may involve personal input directly or indirectly in any way whatsoever.
4. You will be entitled to leaves as per the rules of the company.
5. You shall be governed by the Personnel Policies and Rules of Conduct of the Company. The Personnel Policies, Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses of the Company will be periodically updated, and you will be bound by the terms of such updated policies/terms from time to time.



6. You are bound by a strict confidentiality and privacy policy and shall not divulge to anyone verbally or otherwise any Company its affiliates and subsidiaries information, particulars or details of administrative/Business/organizational and of Company its affiliates and subsidiaries customers/clients, or any other matters which it may be your personal privilege to know by virtue of your being our employee. As used in this letter, 'Business' means the businesses carried on by the Company its affiliates and subsidiaries, or which may be carried out in future during the tenure of your association with the Company.

7. You are required to sign the Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses.

8. This is understood that the Company develops and markets application interaction, products and services, you agree that during the period of your employment and for a period of (12) months thereafter, you will not directly or indirectly: (i) market or sell products or perform services such as are offered or conducted by the Company, its affiliates and subsidiaries during the period of your employment, to any customer or client of the Company particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and/or related to such matters, during the period of your employment with the Company (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the Company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and related to such matters, during the period of your employment with the Company. ), except that you may own, in the aggregate, not more than 1% of the outstanding shares of any publicly held corporation which is a competitive Business which has shares listed for trading on securities exchange registered with the securities and Exchange Commission or through the automatic quotation system of a registered securities association.

9. In case you are suggesting or confirming procurement or purchase or availment of material or services from your relatives, friends, associates, acquaintances directly or indirectly you will disclose the same to the management as part of purchase process. In case you fail to disclose the same and such non-disclosure puts the Company or its associates or subcontractors at a disadvantage or commercial loss, the company can take appropriate action against you. If you are aware of any unethical practices which are putting company or its associates or subcontractors under any commercial disadvantage you are expected to share this at [codeofconduct@paytmservices.com](mailto:codeofconduct@paytmservices.com).

10. You must, at all times, comply with the applicable rules and regulations, honest conduct, high ethical business standards and commitment to the company. Organization will not tolerate any such incident wherein an employee is found to be involved in any unethical business dealing and benefiting himself/herself or helping someone with whom he/she is associated directly or indirectly or has vested interest for personal benefit/gains. Any breach will be viewed seriously and it may lead to severe disciplinary action and legal proceedings.

11. You have agreed that during your employment with Paytm Services you will disclose the details of any relative or partnership firm or sole proprietorship firm or companies in which you or your relative(s) may have any direct or indirect interest by virtue of being partner or employee or shareholder or otherwise who/which propose to enter or are already into any transaction/agreement with Paytm Services in connection with its business affairs. This disclosure shall be made by you forthwith, when information of such transaction/agreement comes to your notice.

12. As per the agreement, you agree that after the date hereof during employment with Paytm Services and for a period of 2 years after employment with Paytm Services you shall not, unless required by law, subpoena or court order, without the prior written consent of the Company, directly or indirectly,



a. Divulge to anyone, other than persons design informed, the Company in writing, use or seek to benefit personally from any trade secrets, names of customers of or suppliers to the Company, business plans, marketing strategies, product costs, financial information of the Company, market strategies or other confidential information, or any ideas, designs creations, inventions, discoveries, improvements, devices, practices, processes, methods, or products of the Company (collectively, the "Protected Information") relating to the Business, whether patented or not patented or patentable, as to which you are informed and which shall not be generally known to the public or recognized as standard practice; or

b. Claim to have any right, title, or interest of any kind or nature whatsoever in or to any of the Protected Information.

13. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our company to offer you employment. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the company is false, in such a case, you shall be liable for removal from service without any notice or compensation in lieu thereof.

14. You may be transferred to any Section/Department/Unit/subsidiary or Branch in India or abroad either existing or which may come into existence is justified.

15. Your appointment and continuance in the employment shall be subject to being medically fit for the Paytm Services' employment. Paytm Services may, upon in its sole discretion subject you to undergo medical examination from a Medical practitioner / Surgeon / Medical Officer acceptable to the Paytm Services, from time to time as per HR Department guidelines

16. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 day's notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 30 day's notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 30 day's notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

17. You shall not divulge any confidential information, data, opinion, practices, usages, formulas, outside the Paytm Services to any person/firm/company/organization, etc by whatever nomenclature or utilize any of the Paytm Services' confidential information or any other information which you may possesses or come across by reason of your association and employment with the Paytm Services.

18. Your service will be on probation basis for a period of six (6) months and will automatically get confirmed once you complete the probation period. However, management may at its discretion extend your probationary period either during or at the end of your original or extended period(s). In case of extended probation period you would be covered under PIP (Performance Improvement Plan).



19. You agree that if you voluntarily leave the employment of the company within 18 months of taking up the appointment or terminated for any cause mentioned Clause 23, any expenses incurred by the company on your hiring such as relocation, accommodation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from your final salary.

20. The age of superannuation shall be 60 years. As such, you will automatically retire from and cease to be in the services of the Paytm Services on attaining the age of 60 years. Your age mentioned in the school certificate will be deemed the conclusive proof of your date of birth

21. In case you tender resignation from the services of the Paytm Services, you shall not discontinue / stop attending the Paytm Services / assigned work unless and until you are relieved from the services of the Paytm Services. In case you discontinue / stop attending the Paytm Services / assigned work after tendering the resignation but before the same is specifically accepted by the Paytm Services' HR department, you shall be liable for disciplinary action treating such absence as unauthorized and irregular

22. You will be liable to handover to the Paytm Services' nominated person / reporting authority the charge of the branch/department/section/ division/ team and also the letter of authority, power of attorney, electronic devices for fund transfer and such other privilege access for transfer / transmission / transactions if any, issued to you and also the property / material / valuable / others of the Paytm Services, which is / are held or have come in your possession, at the time of separation of your employment with the Paytm Services.

23. Notwithstanding the preceding clause, your employment may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following:

(i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

24. In any proceedings to enforce or interpret this agreement, Paytm Services shall be entitled to recover its attorneys' and/or legal fees in addition to all other available relief from you.

25. You are authorized to incur reasonable and necessary expenses in authorized business related travels, lodging and other expenses in the performance of his/her duties under this Agreement, provided such expenses are substantiated. The Company shall pay or reimburse such expenses to the extent you submits vouchers or other documentation in accordance with the applicable policy. No personal expenses shall be borne or reimbursed by the Company.

26. You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or any amount equivalent to proportionate salary in lieu of unserved notice period after your tendency of resignation and leaving the company without serving full notice period or costs incurred by the Company suffers any damage, loss, claim or action arising directly or indirectly from any act or omission by you in violation of this Agreement, any other Company policies or any applicable law, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

27. In the event of termination by the Company or in case of resignation by you as per, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave the Company may require you to have no contact with all or any of the Company's or Group Companies' agents, employees, officers, customers, contractors, clients, distributors, suppliers, shareholders (direct or indirect) or its affiliates.



28. All notices or other communications required or permitted to be delivered or given hereunder shall be delivered to the intended recipient by prepaid post, by hand or email, at the address mentioned along with the Party's names in the beginning of this Agreement. You shall promptly intimate the Company in writing of any change in address. Any notice given or made under this Agreement will be taken to be duly give or made in the case of delivery in person, when delivered; in the case of delivery by post, 5 days after posting; and in case of email, immediately after the transmission.

29. In case of any dispute with regard to these agreement, the same shall be amicably settled between us failing which the Company shall have the discretion to appoint a sole arbitrator. Such arbitration shall be governed by the provisions of the India Arbitration and Conciliation Act, 1996 or any amendment thereto. The venue for arbitration shall be Delhi and the arbitration proceedings shall be in English. Any award passed by the arbitrator shall be final and binding on the parties and shall be enforceable in any court of law having competent jurisdiction.

This is a system generated mail, by default we consider it as your acceptance on all the employment term.

We look forward to a productive and mutually beneficial relationship.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Abhay Singh".

Abhay Singh

Authorized Signatory

Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



E-Code: **01008383**  
Name: **Shaikh Awej Rahim**

Designation: **Sales Executive**  
Grade: **SG01A**

CTC Structure		
Salary Component	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	1058	12696
Special Allowance / Flexi Benefits Bucket*	0	0
Statutory Bonus	2300	27600
EPF Contribution Employer	1488	17856
ESI Contribution for Employer	437	5244
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Sales Linked Incentive (SLI)	12000	144000
Collection Linked Incentive (CLI)	-	-
<b>Total Salary (Gross CTC)</b>	<b>27592</b>	<b>331109</b>

\* Medical Insurance premium rate is subject to change.

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (SLI/CLI): SLI/CLI will be subject to the sales target Vs achievement by employees. This will be paid on a monthly basis.

\* Fair Day Attendance will be applicable as per policy.



Private and Confidential

Reference ID: **APPT/01008377/2023**

**27.June.2023**

Name: **Panchal Abhiman Arun**  
E-Code: **01008382**

Dear **Panchal Abhiman Arun**,

Kindly refer to our meetings and exchange of communication in connection with your employment with us. We wish to confirm your appointment as **Sales Executive** in **SG01A** grade with our company "Paytm Services Private Limited", with effect from **22.06.2023** and welcome you as a member of Paytm Services team.

The terms and conditions of your employment are listed below:

1. Your total CTC is **Rs. 331109 Rupees Three Lakhs Thirty One Thousand One Hundred Nine Only** per annum. Out of this CTC **Rs. 144000 Rupees One Lakh Forty Four Thousand Only** per annum will be linked with your performance and target achievements. This is the total cost to the Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Your salary and other remuneration details are known to you only. Others within the organization will know your salary only on a need to know basis. You shall not divulge the details of your salary to anyone in the organization 'under any circumstances and breach of this clause shall be treated as 'cause' as defined in clause 23 of this letter. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.
3. You will render your services exclusively to Paytm Services on a full-time basis. You are not entitled to take up any other assignment or employment of any nature whatsoever, part time or otherwise, with any other company, organization or individual, which may involve personal input directly or indirectly in any way whatsoever.
4. You will be entitled to leaves as per the rules of the company.
5. You shall be governed by the Personnel Policies and Rules of Conduct of the Company. The Personnel Policies, Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses of the Company will be periodically updated, and you will be bound by the terms of such updated policies/terms from time to time.



6. You are bound by a strict confidentiality and privacy policy and shall not divulge to anyone verbally or otherwise any Company its affiliates and subsidiaries information, particulars or details of administrative/Business/organizational and of Company its affiliates and subsidiaries customers/clients, or any other matters which it may be your personal privilege to know by virtue of your being our employee. As used in this letter, 'Business' means the businesses carried on by the Company its affiliates and subsidiaries, or which may be carried out in future during the tenure of your association with the Company.

7. You are required to sign the Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses.

8. This is understood that the Company develops and markets application interaction, products and services, you agree that during the period of your employment and for a period of (12) months thereafter, you will not directly or indirectly: (i) market or sell products or perform services such as are offered or conducted by the Company , its affiliates and subsidiaries during the period of your employment, to any customer or client of the Company particularly with respect to matters as involved/conducted by you and/or the concerned team in which you am working and/or related to such matters, during the period of your employment with the Company (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the Company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by you and/or the concerned team in which you am working and related to such matters, during the period of your employment with the Company. ), except that you may own, in the aggregate, not more than 1% of the outstanding shares of any publicly held corporation which is a competitive Business which has shares listed for trading on securities exchange registered with the securities and Exchange Commission or through the automatic quotation system of a registered securities association.

9. In case you are suggesting or confirming procurement or purchase or availment of material or services from your relatives, friends, associates, acquaintances directly or indirectly you will disclose the same to the management as part of purchase process. In case you fail to disclose the same and such non-disclosure puts the Company or its associates or subcontractors at a disadvantage or commercial loss, the company can take appropriate action against you. If you are aware of any unethical practices which are putting company or its associates or subcontractors under any commercial disadvantage you are expected to share this at [codeofconduct@paytmservices.com](mailto:codeofconduct@paytmservices.com).

10. You must, at all times, comply with the applicable rules and regulations, honest conduct, high ethical business standards and commitment to the company. Organization will not tolerate any such incident wherein an employee is found to be involved in any unethical business dealing and benefiting himself/herself or helping someone with whom he/she is associated directly or indirectly or has vested interest for personal benefit/gains. Any breach will be viewed seriously and it may lead to severe disciplinary action and legal proceedings.

11. You have agreed that during your employment with Paytm Services you will disclose the details of any relative or partnership firm or sole proprietorship firm or companies in which you or your relative(s) may have any direct or indirect interest by virtue of being partner or employee or shareholder or otherwise who/which propose to enter or are already into any transaction/agreement with Paytm Services in connection with its business affairs. This disclosure shall be made by you forthwith, when information of such transaction/agreement comes to your notice.

12. As per the agreement, you agree that after the date hereof during employment with Paytm Services and for a period of 2 years after employment with Paytm Services you shall not, unless required by law, subpoena or court order, without the prior written consent of the Company, directly or indirectly,



a. Divulge to anyone, other than persons design informed, the Company in writing, use or seek to benefit personally from any trade secrets, names of customers of or suppliers to the Company, business plans, marketing strategies, product costs, financial information of the Company, market strategies or other confidential information, or any ideas, designs creations, inventions, discoveries, improvements, devices, practices, processes, methods, or products of the Company (collectively, the "Protected Information") relating to the Business, whether patented or not patented or patentable, as to which you are informed and which shall not be generally known to the public or recognized as standard practice; or

b. Claim to have any right, title, or interest of any kind or nature whatsoever in or to any of the Protected Information.

13. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our company to offer you employment. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the company is false, in such a case, you shall be liable for removal from service without any notice or compensation in lieu thereof.

14. You may be transferred to any Section/Department/Unit/subsidiary or Branch in India or abroad either existing or which may come into existence is justified.

15. Your appointment and continuance in the employment shall be subject to being medically fit for the Paytm Services' employment. Paytm Services may, upon in its sole discretion subject you to undergo medical examination from a Medical practitioner / Surgeon / Medical Officer acceptable to the Paytm Services, from time to time as per HR Department guidelines

16. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 day's notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 30 day's notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 30 day's notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

17. You shall not divulge any confidential information, data, opinion, practices, usages, formulas, outside the Paytm Services to any person/firm/company/organization, etc by whatever nomenclature or utilize any of the Paytm Services' confidential information or any other information which you may possesses or come across by reason of your association and employment with the Paytm Services.

18. Your service will be on probation basis for a period of six (6) months and will automatically get confirmed once you complete the probation period. However, management may at its discretion extend your probationary period either during or at the end of your original or extended period(s). In case of extended probation period you would be covered under PIP (Performance Improvement Plan).



19. You agree that if you voluntarily leave the employment of the company within 18 months of taking up the appointment or terminated for any cause mentioned Clause 23, any expenses incurred by the company on your hiring such as relocation, accommodation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from your final salary.

20. The age of superannuation shall be 60 years. As such, you will automatically retire from and cease to be in the services of the Paytm Services on attaining the age of 60 years. Your age mentioned in the school certificate will be deemed the conclusive proof of your date of birth

21. In case you tender resignation from the services of the Paytm Services, you shall not discontinue / stop attending the Paytm Services / assigned work unless and until you are relived from the services of the Paytm Services. In case you discontinue / stop attending the Paytm Services / assigned work after tendering the resignation but before the same is specifically accepted by the Paytm Services' HR department, you shall be liable for disciplinary action treating such absence as unauthorized and irregular

22. You will be liable to handover to the Paytm Services' nominated person / reporting authority the charge of the branch/department/section/ division/ team and also the letter of authority, power of attorney, electronic devices for fund transfer and such other privilege access for transfer / transmission / transactions if any, issued to you and also the property / material / valuable / others of the Paytm Services, which is / are held or have come in your possession, at the time of separation of your employment with the Paytm Services.

23. Notwithstanding the preceding clause, your employment may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following:

(i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

24. In any proceedings to enforce or interpret this agreement, Paytm Services shall be entitled to recover its attorneys' and/or legal fees in addition to all other available relief from you.

25. You are authorized to incur reasonable and necessary expenses in authorized business related travels, lodging and other expenses in the performance of his/her duties under this Agreement, provided such expenses are substantiated. The Company shall pay or reimburse such expenses to the extent you submits vouchers or other documentation in accordance with the applicable policy. No personal expenses shall be borne or reimbursed by the Company.

26. You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or any amount equivalent to proportionate salary in lieu of unserved notice period after your tendency of resignation and leaving the company without serving full notice period or costs incurred by the Company suffers any damage, loss, claim or action arising directly or indirectly from any act or omission by you in violation of this Agreement, any other Company policies or any applicable law, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

27. In the event of termination by the Company or in case of resignation by you as per, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave the Company may require you to have no contact with all or any of the Company's or Group Companies' agents, employees, officers, customers, contractors, clients, distributors, suppliers, shareholders (direct or indirect) or its affiliates.



28. All notices or other communications required or permitted to be delivered or given hereunder shall be delivered to the intended recipient by prepaid post, by hand or email, at the address mentioned along with the Party's names in the beginning of this Agreement. You shall promptly intimate the Company in writing of any change in address. Any notice given or made under this Agreement will be taken to be duly give or made in the case of delivery in person, when delivered; in the case of delivery by post, 5 days after posting; and in case of email, immediately after the transmission.

29. In case of any dispute with regard to these agreement, the same shall be amicably settled between us failing which the Company shall have the discretion to appoint a sole arbitrator. Such arbitration shall be governed by the provisions of the India Arbitration and Conciliation Act, 1996 or any amendment thereto. The venue for arbitration shall be Delhi and the arbitration proceedings shall be in English. Any award passed by the arbitrator shall be final and binding on the parties and shall be enforceable in any court of law having competent jurisdiction.

This is a system generated mail, by default we consider it as your acceptance on all the employment term.

We look forward to a productive and mutually beneficial relationship.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Abhay Singh", is written over a faint, larger "Abhay Singh" watermark.

Abhay Singh

Authorized Signatory

Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



E-Code: **01008382**

Designation: **Sales Executive**

Name: **Panchal Abhiman Arun**

Grade: **SG01A**

CTC Structure		
Salary Component	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	1058	12696
Special Allowance / Flexi Benefits Bucket*	0	0
Statutory Bonus	2300	27600
EPF Contribution Employer	1488	17856
ESI Contribution for Employer	437	5244
Medical Insurance Premium	209	2508
Sales Linked Incentive (SLI)	12000	144000
Collection Linked Incentive (CLI)	-	-
<b>Total Salary (Gross CTC)</b>	<b>27592</b>	<b>331109</b>

\* Medical Insurance premium rate is subject to change.

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (SLI/CLI): SLI/CLI will be subject to the sales target Vs achievement by employees. This will be paid on a monthly basis.

\* Fair Day Attendance will be applicable as per policy.



Private and Confidential

Reference ID: **APPT/01008377/2023**

**27.June.2023**

Name: **Kamble Khushal Bhagwat**  
E-Code: **01008381**

Dear **Kamble Khushal Bhagwat**,

Kindly refer to our meetings and exchange of communication in connection with your employment with us. We wish to confirm your appointment as **Sales Executive** in **SG01A** grade with our company "Paytm Services Private Limited", with effect from **22.06.2023** and welcome you as a member of Paytm Services team.

The terms and conditions of your employment are listed below:

1. Your total CTC is **Rs. 331109 Rupees Three Lakhs Thirty One Thousand One Hundred Nine Only** per annum. Out of this CTC **Rs. 144000 Rupees One Lakh Forty Four Thousand Only** per annum will be linked with your performance and target achievements. This is the total cost to the Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Your salary and other remuneration details are known to you only. Others within the organization will know your salary only on a need to know basis. You shall not divulge the details of your salary to anyone in the organization 'under any circumstances and breach of this clause shall be treated as 'cause' as defined in clause 23 of this letter. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.
3. You will render your services exclusively to Paytm Services on a full-time basis. You are not entitled to take up any other assignment or employment of any nature whatsoever, part time or otherwise, with any other company, organization or individual, which may involve personal input directly or indirectly in any way whatsoever.
4. You will be entitled to leaves as per the rules of the company.
5. You shall be governed by the Personnel Policies and Rules of Conduct of the Company. The Personnel Policies, Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses of the Company will be periodically updated, and you will be bound by the terms of such updated policies/terms from time to time.



6. You are bound by a strict confidentiality and privacy policy and shall not divulge to anyone verbally or otherwise any Company its affiliates and subsidiaries information, particulars or details of administrative/Business/organizational and of Company its affiliates and subsidiaries customers/clients, or any other matters which it may be your personal privilege to know by virtue of your being our employee. As used in this letter, 'Business' means the businesses carried on by the Company its affiliates and subsidiaries, or which may be carried out in future during the tenure of your association with the Company.

7. You are required to sign the Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses.

8. This is understood that the Company develops and markets application interaction, products and services, you agree that during the period of your employment and for a period of (12) months thereafter, you will not directly or indirectly: (i) market or sell products or perform services such as are offered or conducted by the Company, its affiliates and subsidiaries during the period of your employment, to any customer or client of the Company particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and/or related to such matters, during the period of your employment with the Company (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the Company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and related to such matters, during the period of your employment with the Company. ), except that you may own, in the aggregate, not more than 1% of the outstanding shares of any publicly held corporation which is a competitive Business which has shares listed for trading on securities exchange registered with the securities and Exchange Commission or through the automatic quotation system of a registered securities association.

9. In case you are suggesting or confirming procurement or purchase or availment of material or services from your relatives, friends, associates, acquaintances directly or indirectly you will disclose the same to the management as part of purchase process. In case you fail to disclose the same and such non-disclosure puts the Company or its associates or subcontractors at a disadvantage or commercial loss, the company can take appropriate action against you. If you are aware of any unethical practices which are putting company or its associates or subcontractors under any commercial disadvantage you are expected to share this at [codeofconduct@paytmservices.com](mailto:codeofconduct@paytmservices.com).

10. You must, at all times, comply with the applicable rules and regulations, honest conduct, high ethical business standards and commitment to the company. Organization will not tolerate any such incident wherein an employee is found to be involved in any unethical business dealing and benefiting himself/herself or helping someone with whom he/she is associated directly or indirectly or has vested interest for personal benefit/gains. Any breach will be viewed seriously and it may lead to severe disciplinary action and legal proceedings.

11. You have agreed that during your employment with Paytm Services you will disclose the details of any relative or partnership firm or sole proprietorship firm or companies in which you or your relative(s) may have any direct or indirect interest by virtue of being partner or employee or shareholder or otherwise who/which propose to enter or are already into any transaction/agreement with Paytm Services in connection with its business affairs. This disclosure shall be made by you forthwith, when information of such transaction/agreement comes to your notice.

12. As per the agreement, you agree that after the date hereof during employment with Paytm Services and for a period of 2 years after employment with Paytm Services you shall not, unless required by law, subpoena or court order, without the prior written consent of the Company, directly or indirectly,



a. Divulge to anyone, other than persons design informed, the Company in writing, use or seek to benefit personally from any trade secrets, names of customers of or suppliers to the Company, business plans, marketing strategies, product costs, financial information of the Company, market strategies or other confidential information, or any ideas, designs creations, inventions, discoveries, improvements, devices, practices, processes, methods, or products of the Company (collectively, the "Protected Information") relating to the Business, whether patented or not patented or patentable, as to which you are informed and which shall not be generally known to the public or recognized as standard practice; or

b. Claim to have any right, title, or interest of any kind or nature whatsoever in or to any of the Protected Information.

13. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our company to offer you employment. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the company is false, in such a case, you shall be liable for removal from service without any notice or compensation in lieu thereof.

14. You may be transferred to any Section/Department/Unit/subsidiary or Branch in India or abroad either existing or which may come into existence is justified.

15. Your appointment and continuance in the employment shall be subject to being medically fit for the Paytm Services' employment. Paytm Services may, upon in its sole discretion subject you to undergo medical examination from a Medical practitioner / Surgeon / Medical Officer acceptable to the Paytm Services, from time to time as per HR Department guidelines

16. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 day's notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 30 day's notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 30 day's notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

17. You shall not divulge any confidential information, data, opinion, practices, usages, formulas, outside the Paytm Services to any person/firm/company/organization, etc by whatever nomenclature or utilize any of the Paytm Services' confidential information or any other information which you may possesses or come across by reason of your association and employment with the Paytm Services.

18. Your service will be on probation basis for a period of six (6) months and will automatically get confirmed once you complete the probation period. However, management may at its discretion extend your probationary period either during or at the end of your original or extended period(s). In case of extended probation period you would be covered under PIP (Performance Improvement Plan).



19. You agree that if you voluntarily leave the employment of the company within 18 months of taking up the appointment or terminated for any cause mentioned Clause 23, any expenses incurred by the company on your hiring such as relocation, accommodation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from your final salary.

20. The age of superannuation shall be 60 years. As such, you will automatically retire from and cease to be in the services of the Paytm Services on attaining the age of 60 years. Your age mentioned in the school certificate will be deemed the conclusive proof of your date of birth

21. In case you tender resignation from the services of the Paytm Services, you shall not discontinue / stop attending the Paytm Services / assigned work unless and until you are relieved from the services of the Paytm Services. In case you discontinue / stop attending the Paytm Services / assigned work after tendering the resignation but before the same is specifically accepted by the Paytm Services' HR department, you shall be liable for disciplinary action treating such absence as unauthorized and irregular

22. You will be liable to handover to the Paytm Services' nominated person / reporting authority the charge of the branch/department/section/ division/ team and also the letter of authority, power of attorney, electronic devices for fund transfer and such other privilege access for transfer / transmission / transactions if any, issued to you and also the property / material / valuable / others of the Paytm Services, which is / are held or have come in your possession, at the time of separation of your employment with the Paytm Services.

23. Notwithstanding the preceding clause, your employment may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following:

(i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

24. In any proceedings to enforce or interpret this agreement, Paytm Services shall be entitled to recover its attorneys' and/or legal fees in addition to all other available relief from you.

25. You are authorized to incur reasonable and necessary expenses in authorized business related travels, lodging and other expenses in the performance of his/her duties under this Agreement, provided such expenses are substantiated. The Company shall pay or reimburse such expenses to the extent you submits vouchers or other documentation in accordance with the applicable policy. No personal expenses shall be borne or reimbursed by the Company.

26. You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or any amount equivalent to proportionate salary in lieu of unserved notice period after your tendency of resignation and leaving the company without serving full notice period or costs incurred by the Company suffers any damage, loss, claim or action arising directly or indirectly from any act or omission by you in violation of this Agreement, any other Company policies or any applicable law, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

27. In the event of termination by the Company or in case of resignation by you as per, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave the Company may require you to have no contact with all or any of the Company's or Group Companies' agents, employees, officers, customers, contractors, clients, distributors, suppliers, shareholders (direct or indirect) or its affiliates.



28. All notices or other communications required or permitted to be delivered or given hereunder shall be delivered to the intended recipient by prepaid post, by hand or email, at the address mentioned along with the Party's names in the beginning of this Agreement. You shall promptly intimate the Company in writing of any change in address. Any notice given or made under this Agreement will be taken to be duly give or made in the case of delivery in person, when delivered; in the case of delivery by post, 5 days after posting; and in case of email, immediately after the transmission.

29. In case of any dispute with regard to these agreement, the same shall be amicably settled between us failing which the Company shall have the discretion to appoint a sole arbitrator. Such arbitration shall be governed by the provisions of the India Arbitration and Conciliation Act, 1996 or any amendment thereto. The venue for arbitration shall be Delhi and the arbitration proceedings shall be in English. Any award passed by the arbitrator shall be final and binding on the parties and shall be enforceable in any court of law having competent jurisdiction.

This is a system generated mail, by default we consider it as your acceptance on all the employment term.

We look forward to a productive and mutually beneficial relationship.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Abhay Singh", is written over a faint, larger "Abhay Singh" watermark.

Abhay Singh

Authorized Signatory

Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



E-Code: **01008381**

Designation: **Sales Executive**

Name: **Kamble Khushal Bhagwat**

Grade: **SG01A**

CTC Structure		
Salary Component	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	1058	12696
Special Allowance / Flexi Benefits Bucket*	0	0
Statutory Bonus	2300	27600
EPF Contribution Employer	1488	17856
ESI Contribution for Employer	437	5244
Medical Insurance Premium	209	2508
Sales Linked Incentive (SLI)	12000	144000
Collection Linked Incentive (CLI)	-	-
<b>Total Salary (Gross CTC)</b>	<b>27592</b>	<b>331109</b>

\* Medical Insurance premium rate is subject to change.

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (SLI/CLI): SLI/CLI will be subject to the sales target Vs achievement by employees. This will be paid on a monthly basis.

\* Fair Day Attendance will be applicable as per policy.



Private and Confidential

Reference ID: **APPT/01008377/2023**

**27.June.2023**

Name: **Harale Yash Dnyanoba**

E-Code: **01008380**

Dear **Harale Yash Dnyanoba**

Kindly refer to our meetings and exchange of communication in connection with your employment with us. We wish to confirm your appointment as **Sales Executive** in **SG01A** grade with our company "Paytm Services Private Limited", with effect from **22.06.2023** and welcome you as a member of Paytm Services team.

The terms and conditions of your employment are listed below:

1. Your total CTC is **Rs. 331109 Rupees Three Lakhs Thirty One Thousand One Hundred Nine Only** per annum. Out of this CTC **Rs. 144000 Rupees One Lakh Forty Four Thousand Only** per annum will be linked with your performance and target achievements. This is the total cost to the Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Your salary and other remuneration details are known to you only. Others within the organization will know your salary only on a need to know basis. You shall not divulge the details of your salary to anyone in the organization 'under any circumstances and breach of this clause shall be treated as 'cause' as defined in clause 23 of this letter. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.
3. You will render your services exclusively to Paytm Services on a full-time basis. You are not entitled to take up any other assignment or employment of any nature whatsoever, part time or otherwise, with any other company, organization or individual, which may involve personal input directly or indirectly in any way whatsoever.
4. You will be entitled to leaves as per the rules of the company.
5. You shall be governed by the Personnel Policies and Rules of Conduct of the Company. The Personnel Policies, Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses of the Company will be periodically updated, and you will be bound by the terms of such updated policies/terms from time to time.



6. You are bound by a strict confidentiality and privacy policy and shall not divulge to anyone verbally or otherwise any Company its affiliates and subsidiaries information, particulars or details of administrative/Business/organizational and of Company its affiliates and subsidiaries customers/clients, or any other matters which it may be your personal privilege to know by virtue of your being our employee. As used in this letter, 'Business' means the businesses carried on by the Company its affiliates and subsidiaries, or which may be carried out in future during the tenure of your association with the Company.

7. You are required to sign the Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses.

8. This is understood that the Company develops and markets application interaction, products and services, you agree that during the period of your employment and for a period of (12) months thereafter, you will not directly or indirectly: (i) market or sell products or perform services such as are offered or conducted by the Company, its affiliates and subsidiaries during the period of your employment, to any customer or client of the Company particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and/or related to such matters, during the period of your employment with the Company (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the Company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and related to such matters, during the period of your employment with the Company. ), except that you may own, in the aggregate, not more than 1% of the outstanding shares of any publicly held corporation which is a competitive Business which has shares listed for trading on securities exchange registered with the securities and Exchange Commission or through the automatic quotation system of a registered securities association.

9. In case you are suggesting or confirming procurement or purchase or availment of material or services from your relatives, friends, associates, acquaintances directly or indirectly you will disclose the same to the management as part of purchase process. In case you fail to disclose the same and such non-disclosure puts the Company or its associates or subcontractors at a disadvantage or commercial loss, the company can take appropriate action against you. If you are aware of any unethical practices which are putting company or its associates or subcontractors under any commercial disadvantage you are expected to share this at [codeofconduct@paytmservices.com](mailto:codeofconduct@paytmservices.com).

10. You must, at all times, comply with the applicable rules and regulations, honest conduct, high ethical business standards and commitment to the company. Organization will not tolerate any such incident wherein an employee is found to be involved in any unethical business dealing and benefiting himself/herself or helping someone with whom he/she is associated directly or indirectly or has vested interest for personal benefit/gains. Any breach will be viewed seriously and it may lead to severe disciplinary action and legal proceedings.

11. You have agreed that during your employment with Paytm Services you will disclose the details of any relative or partnership firm or sole proprietorship firm or companies in which you or your relative(s) may have any direct or indirect interest by virtue of being partner or employee or shareholder or otherwise who/which propose to enter or are already into any transaction/agreement with Paytm Services in connection with its business affairs. This disclosure shall be made by you forthwith, when information of such transaction/agreement comes to your notice.

12. As per the agreement, you agree that after the date hereof during employment with Paytm Services and for a period of 2 years after employment with Paytm Services you shall not, unless required by law, subpoena or court order, without the prior written consent of the Company, directly or indirectly,



a. Divulge to anyone, other than persons design informed, the Company in writing, use or seek to benefit personally from any trade secrets, names of customers of or suppliers to the Company, business plans, marketing strategies, product costs, financial information of the Company, market strategies or other confidential information, or any ideas, designs creations, inventions, discoveries, improvements, devices, practices, processes, methods, or products of the Company (collectively, the "Protected Information") relating to the Business, whether patented or not patented or patentable, as to which you are informed and which shall not be generally known to the public or recognized as standard practice; or

b. Claim to have any right, title, or interest of any kind or nature whatsoever in or to any of the Protected Information.

13. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our company to offer you employment. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the company is false, in such a case, you shall be liable for removal from service without any notice or compensation in lieu thereof.

14. You may be transferred to any Section/Department/Unit/subsidiary or Branch in India or abroad either existing or which may come into existence is justified.

15. Your appointment and continuance in the employment shall be subject to being medically fit for the Paytm Services' employment. Paytm Services may, upon in its sole discretion subject you to undergo medical examination from a Medical practitioner / Surgeon / Medical Officer acceptable to the Paytm Services, from time to time as per HR Department guidelines

16. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 day's notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 30 day's notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 30 day's notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

17. You shall not divulge any confidential information, data, opinion, practices, usages, formulas, outside the Paytm Services to any person/firm/company/organization, etc by whatever nomenclature or utilize any of the Paytm Services' confidential information or any other information which you may possesses or come across by reason of your association and employment with the Paytm Services.

18. Your service will be on probation basis for a period of six (6) months and will automatically get confirmed once you complete the probation period. However, management may at its discretion extend your probationary period either during or at the end of your original or extended period(s). In case of extended probation period you would be covered under PIP (Performance Improvement Plan).



19. You agree that if you voluntarily leave the employment of the company within 18 months of taking up the appointment or terminated for any cause mentioned Clause 23, any expenses incurred by the company on your hiring such as relocation, accommodation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from your final salary.

20. The age of superannuation shall be 60 years. As such, you will automatically retire from and cease to be in the services of the Paytm Services on attaining the age of 60 years. Your age mentioned in the school certificate will be deemed the conclusive proof of your date of birth

21. In case you tender resignation from the services of the Paytm Services, you shall not discontinue / stop attending the Paytm Services / assigned work unless and until you are relieved from the services of the Paytm Services. In case you discontinue / stop attending the Paytm Services / assigned work after tendering the resignation but before the same is specifically accepted by the Paytm Services' HR department, you shall be liable for disciplinary action treating such absence as unauthorized and irregular

22. You will be liable to handover to the Paytm Services' nominated person / reporting authority the charge of the branch/department/section/ division/ team and also the letter of authority, power of attorney, electronic devices for fund transfer and such other privilege access for transfer / transmission / transactions if any, issued to you and also the property / material / valuable / others of the Paytm Services, which is / are held or have come in your possession, at the time of separation of your employment with the Paytm Services.

23. Notwithstanding the preceding clause, your employment may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following:

(i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

24. In any proceedings to enforce or interpret this agreement, Paytm Services shall be entitled to recover its attorneys' and/or legal fees in addition to all other available relief from you.

25. You are authorized to incur reasonable and necessary expenses in authorized business related travels, lodging and other expenses in the performance of his/her duties under this Agreement, provided such expenses are substantiated. The Company shall pay or reimburse such expenses to the extent you submits vouchers or other documentation in accordance with the applicable policy. No personal expenses shall be borne or reimbursed by the Company.

26. You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or any amount equivalent to proportionate salary in lieu of unserved notice period after your tendency of resignation and leaving the company without serving full notice period or costs incurred by the Company suffers any damage, loss, claim or action arising directly or indirectly from any act or omission by you in violation of this Agreement, any other Company policies or any applicable law, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

27. In the event of termination by the Company or in case of resignation by you as per, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave the Company may require you to have no contact with all or any of the Company's or Group Companies' agents, employees, officers, customers, contractors, clients, distributors, suppliers, shareholders (direct or indirect) or its affiliates.



28. All notices or other communications required or permitted to be delivered or given hereunder shall be delivered to the intended recipient by prepaid post, by hand or email, at the address mentioned along with the Party's names in the beginning of this Agreement. You shall promptly intimate the Company in writing of any change in address. Any notice given or made under this Agreement will be taken to be duly give or made in the case of delivery in person, when delivered; in the case of delivery by post, 5 days after posting; and in case of email, immediately after the transmission.

29. In case of any dispute with regard to these agreement, the same shall be amicably settled between us failing which the Company shall have the discretion to appoint a sole arbitrator. Such arbitration shall be governed by the provisions of the India Arbitration and Conciliation Act, 1996 or any amendment thereto. The venue for arbitration shall be Delhi and the arbitration proceedings shall be in English. Any award passed by the arbitrator shall be final and binding on the parties and shall be enforceable in any court of law having competent jurisdiction.

This is a system generated mail, by default we consider it as your acceptance on all the employment term.

We look forward to a productive and mutually beneficial relationship.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Abhay Singh", is written over a faint, larger signature.

Abhay Singh

Authorized Signatory

Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



E-Code: **01008380**

Designation: **Sales Executive**

Name: **Harale Yash Dnyanoba**

Grade: **SG01A**

CTC Structure		
Salary Component	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	1058	12696
Special Allowance / Flexi Benefits Bucket*	0	0
Statutory Bonus	2300	27600
EPF Contribution Employer	1488	17856
ESI Contribution for Employer	437	5244
Medical Insurance Premium	209	2508
Sales Linked Incentive (SLI)	12000	144000
Collection Linked Incentive (CLI)	-	-
<b>Total Salary (Gross CTC)</b>	<b>27592</b>	<b>331109</b>

\* Medical Insurance premium rate is subject to change.

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (SLI/CLI): SLI/CLI will be subject to the sales target Vs achievement by employees. This will be paid on a monthly basis.

\* Fair Day Attendance will be applicable as per policy.



Private and Confidential

Reference ID: **APPT/01008377/2023**

**27.June.2023**

Name: **Pawar Pawan Ashok**

E-Code: **01008379**

Dear **Pawar Pawan Ashok**

Kindly refer to our meetings and exchange of communication in connection with your employment with us. We wish to confirm your appointment as **Sales Executive** in **SG01A** grade with our company "Paytm Services Private Limited", with effect from **22.06.2023** and welcome you as a member of Paytm Services team.

The terms and conditions of your employment are listed below:

1. Your total CTC is **Rs. 331109 Rupees Three Lakhs Thirty One Thousand One Hundred Nine Only** per annum. Out of this CTC **Rs. 144000 Rupees One Lakh Forty Four Thousand Only** per annum will be linked with your performance and target achievements. This is the total cost to the Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Your salary and other remuneration details are known to you only. Others within the organization will know your salary only on a need to know basis. You shall not divulge the details of your salary to anyone in the organization 'under any circumstances and breach of this clause shall be treated as 'cause' as defined in clause 23 of this letter. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.
3. You will render your services exclusively to Paytm Services on a full-time basis. You are not entitled to take up any other assignment or employment of any nature whatsoever, part time or otherwise, with any other company, organization or individual, which may involve personal input directly or indirectly in any way whatsoever.
4. You will be entitled to leaves as per the rules of the company.
5. You shall be governed by the Personnel Policies and Rules of Conduct of the Company. The Personnel Policies, Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses of the Company will be periodically updated, and you will be bound by the terms of such updated policies/terms from time to time.



6. You are bound by a strict confidentiality and privacy policy and shall not divulge to anyone verbally or otherwise any Company its affiliates and subsidiaries information, particulars or details of administrative/Business/organizational and of Company its affiliates and subsidiaries customers/clients, or any other matters which it may be your personal privilege to know by virtue of your being our employee. As used in this letter, 'Business' means the businesses carried on by the Company its affiliates and subsidiaries, or which may be carried out in future during the tenure of your association with the Company.

7. You are required to sign the Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses.

8. This is understood that the Company develops and markets application interaction, products and services, you agree that during the period of your employment and for a period of (12) months thereafter, you will not directly or indirectly: (i) market or sell products or perform services such as are offered or conducted by the Company, its affiliates and subsidiaries during the period of your employment, to any customer or client of the Company particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and/or related to such matters, during the period of your employment with the Company (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the Company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and related to such matters, during the period of your employment with the Company. ), except that you may own, in the aggregate, not more than 1% of the outstanding shares of any publicly held corporation which is a competitive Business which has shares listed for trading on securities exchange registered with the securities and Exchange Commission or through the automatic quotation system of a registered securities association.

9. In case you are suggesting or confirming procurement or purchase or availment of material or services from your relatives, friends, associates, acquaintances directly or indirectly you will disclose the same to the management as part of purchase process. In case you fail to disclose the same and such non-disclosure puts the Company or its associates or subcontractors at a disadvantage or commercial loss, the company can take appropriate action against you. If you are aware of any unethical practices which are putting company or its associates or subcontractors under any commercial disadvantage you are expected to share this at [codeofconduct@paytmservices.com](mailto:codeofconduct@paytmservices.com).

10. You must, at all times, comply with the applicable rules and regulations, honest conduct, high ethical business standards and commitment to the company. Organization will not tolerate any such incident wherein an employee is found to be involved in any unethical business dealing and benefiting himself/herself or helping someone with whom he/she is associated directly or indirectly or has vested interest for personal benefit/gains. Any breach will be viewed seriously and it may lead to severe disciplinary action and legal proceedings.

11. You have agreed that during your employment with Paytm Services you will disclose the details of any relative or partnership firm or sole proprietorship firm or companies in which you or your relative(s) may have any direct or indirect interest by virtue of being partner or employee or shareholder or otherwise who/which propose to enter or are already into any transaction/agreement with Paytm Services in connection with its business affairs. This disclosure shall be made by you forthwith, when information of such transaction/agreement comes to your notice.

12. As per the agreement, you agree that after the date hereof during employment with Paytm Services and for a period of 2 years after employment with Paytm Services you shall not, unless required by law, subpoena or court order, without the prior written consent of the Company, directly or indirectly,



a. Divulge to anyone, other than persons design informed, the Company in writing, use or seek to benefit personally from any trade secrets, names of customers of or suppliers to the Company, business plans, marketing strategies, product costs, financial information of the Company, market strategies or other confidential information, or any ideas, designs creations, inventions, discoveries, improvements, devices, practices, processes, methods, or products of the Company (collectively, the "Protected Information") relating to the Business, whether patented or not patented or patentable, as to which you are informed and which shall not be generally known to the public or recognized as standard practice; or

b. Claim to have any right, title, or interest of any kind or nature whatsoever in or to any of the Protected Information.

13. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our company to offer you employment. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the company is false, in such a case, you shall be liable for removal from service without any notice or compensation in lieu thereof.

14. You may be transferred to any Section/Department/Unit/subsidiary or Branch in India or abroad either existing or which may come into existence is justified.

15. Your appointment and continuance in the employment shall be subject to being medically fit for the Paytm Services' employment. Paytm Services may, upon in its sole discretion subject you to undergo medical examination from a Medical practitioner / Surgeon / Medical Officer acceptable to the Paytm Services, from time to time as per HR Department guidelines

16. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 day's notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 30 day's notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 30 day's notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

17. You shall not divulge any confidential information, data, opinion, practices, usages, formulas, outside the Paytm Services to any person/firm/company/organization, etc by whatever nomenclature or utilize any of the Paytm Services' confidential information or any other information which you may possesses or come across by reason of your association and employment with the Paytm Services.

18. Your service will be on probation basis for a period of six (6) months and will automatically get confirmed once you complete the probation period. However, management may at its discretion extend your probationary period either during or at the end of your original or extended period(s). In case of extended probation period you would be covered under PIP (Performance Improvement Plan).



19. You agree that if you voluntarily leave the employment of the company within 18 months of taking up the appointment or terminated for any cause mentioned Clause 23, any expenses incurred by the company on your hiring such as relocation, accommodation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from your final salary.

20. The age of superannuation shall be 60 years. As such, you will automatically retire from and cease to be in the services of the Paytm Services on attaining the age of 60 years. Your age mentioned in the school certificate will be deemed the conclusive proof of your date of birth

21. In case you tender resignation from the services of the Paytm Services, you shall not discontinue / stop attending the Paytm Services / assigned work unless and until you are relieved from the services of the Paytm Services. In case you discontinue / stop attending the Paytm Services / assigned work after tendering the resignation but before the same is specifically accepted by the Paytm Services' HR department, you shall be liable for disciplinary action treating such absence as unauthorized and irregular

22. You will be liable to handover to the Paytm Services' nominated person / reporting authority the charge of the branch/department/section/ division/ team and also the letter of authority, power of attorney, electronic devices for fund transfer and such other privilege access for transfer / transmission / transactions if any, issued to you and also the property / material / valuable / others of the Paytm Services, which is / are held or have come in your possession, at the time of separation of your employment with the Paytm Services.

23. Notwithstanding the preceding clause, your employment may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following:

(i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

24. In any proceedings to enforce or interpret this agreement, Paytm Services shall be entitled to recover its attorneys' and/or legal fees in addition to all other available relief from you.

25. You are authorized to incur reasonable and necessary expenses in authorized business related travels, lodging and other expenses in the performance of his/her duties under this Agreement, provided such expenses are substantiated. The Company shall pay or reimburse such expenses to the extent you submits vouchers or other documentation in accordance with the applicable policy. No personal expenses shall be borne or reimbursed by the Company.

26. You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or any amount equivalent to proportionate salary in lieu of unserved notice period after your tendency of resignation and leaving the company without serving full notice period or costs incurred by the Company suffers any damage, loss, claim or action arising directly or indirectly from any act or omission by you in violation of this Agreement, any other Company policies or any applicable law, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

27. In the event of termination by the Company or in case of resignation by you as per, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave the Company may require you to have no contact with all or any of the Company's or Group Companies' agents, employees, officers, customers, contractors, clients, distributors, suppliers, shareholders (direct or indirect) or its affiliates.



28. All notices or other communications required or permitted to be delivered or given hereunder shall be delivered to the intended recipient by prepaid post, by hand or email, at the address mentioned along with the Party's names in the beginning of this Agreement. You shall promptly intimate the Company in writing of any change in address. Any notice given or made under this Agreement will be taken to be duly give or made in the case of delivery in person, when delivered; in the case of delivery by post, 5 days after posting; and in case of email, immediately after the transmission.

29. In case of any dispute with regard to these agreement, the same shall be amicably settled between us failing which the Company shall have the discretion to appoint a sole arbitrator. Such arbitration shall be governed by the provisions of the India Arbitration and Conciliation Act, 1996 or any amendment thereto. The venue for arbitration shall be Delhi and the arbitration proceedings shall be in English. Any award passed by the arbitrator shall be final and binding on the parties and shall be enforceable in any court of law having competent jurisdiction.

This is a system generated mail, by default we consider it as your acceptance on all the employment term.

We look forward to a productive and mutually beneficial relationship.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Abhay Singh", with a small dot at the end.

Abhay Singh

Authorized Signatory

Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



E-Code: **01008379**  
Name: **Pawar Pawan Ashok**

Designation: **Sales Executive**  
Grade: **SG01A**

CTC Structure		
Salary Component	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	1058	12696
Special Allowance / Flexi Benefits Bucket*	0	0
Statutory Bonus	2300	27600
EPF Contribution Employer	1488	17856
ESI Contribution for Employer	437	5244
Medical Insurance Premium	209	2508
Sales Linked Incentive (SLI)	12000	144000
Collection Linked Incentive (CLI)	-	-
<b>Total Salary (Gross CTC)</b>	<b>27592</b>	<b>331109</b>

\* Medical Insurance premium rate is subject to change.

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (SLI/CLI): SLI/CLI will be subject to the sales target Vs achievement by employees. This will be paid on a monthly basis.

\* Fair Day Attendance will be applicable as per policy.



Private and Confidential

Reference ID: **APPT/01008377/2023**

**27.June.2023**

Name: **Kadam Sachin Sominath**  
E-Code: **01008378**

**Dear, Kadam Sachin Sominath**

Kindly refer to our meetings and exchange of communication in connection with your employment with us. We wish to confirm your appointment as **Sales Executive** in **SG01A** grade with our company "Paytm Services Private Limited", with effect from **22.06.2023** and welcome you as a member of Paytm Services team.

The terms and conditions of your employment are listed below:

1. Your total CTC is **Rs. 331109 Rupees Three Lakhs Thirty One Thousand One Hundred Nine Only** per annum. Out of this CTC **Rs. 144000 Rupees One Lakh Forty Four Thousand Only** per annum will be linked with your performance and target achievements. This is the total cost to the Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund shall be met out of the above said salary.
2. Your salary and other remuneration details are known to you only. Others within the organization will know your salary only on a need to know basis. You shall not divulge the details of your salary to anyone in the organization 'under any circumstances and breach of this clause shall be treated as 'cause' as defined in clause 23 of this letter. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.
3. You will render your services exclusively to Paytm Services on a full-time basis. You are not entitled to take up any other assignment or employment of any nature whatsoever, part time or otherwise, with any other company, organization or individual, which may involve personal input directly or indirectly in any way whatsoever.
4. You will be entitled to leaves as per the rules of the company.
5. You shall be governed by the Personnel Policies and Rules of Conduct of the Company. The Personnel Policies, Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses of the Company will be periodically updated, and you will be bound by the terms of such updated policies/terms from time to time.



6. You are bound by a strict confidentiality and privacy policy and shall not divulge to anyone verbally or otherwise any Company its affiliates and subsidiaries information, particulars or details of administrative/Business/organizational and of Company its affiliates and subsidiaries customers/clients, or any other matters which it may be your personal privilege to know by virtue of your being our employee. As used in this letter, 'Business' means the businesses carried on by the Company its affiliates and subsidiaries, or which may be carried out in future during the tenure of your association with the Company.

7. You are required to sign the Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses.

8. This is understood that the Company develops and markets application interaction, products and services, you agree that during the period of your employment and for a period of (12) months thereafter, you will not directly or indirectly: (i) market or sell products or perform services such as are offered or conducted by the Company, its affiliates and subsidiaries during the period of your employment, to any customer or client of the Company particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and/or related to such matters, during the period of your employment with the Company (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the Company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and related to such matters, during the period of your employment with the Company. ), except that you may own, in the aggregate, not more than 1% of the outstanding shares of any publicly held corporation which is a competitive Business which has shares listed for trading on securities exchange registered with the securities and Exchange Commission or through the automatic quotation system of a registered securities association.

9. In case you are suggesting or confirming procurement or purchase or availment of material or services from your relatives, friends, associates, acquaintances directly or indirectly you will disclose the same to the management as part of purchase process. In case you fail to disclose the same and such non-disclosure puts the Company or its associates or subcontractors at a disadvantage or commercial loss, the company can take appropriate action against you. If you are aware of any unethical practices which are putting company or its associates or subcontractors under any commercial disadvantage you are expected to share this at [codeofconduct@paytmservices.com](mailto:codeofconduct@paytmservices.com).

10. You must, at all times, comply with the applicable rules and regulations, honest conduct, high ethical business standards and commitment to the company. Organization will not tolerate any such incident wherein an employee is found to be involved in any unethical business dealing and benefiting himself/herself or helping someone with whom he/she is associated directly or indirectly or has vested interest for personal benefit/gains. Any breach will be viewed seriously and it may lead to severe disciplinary action and legal proceedings.

11. You have agreed that during your employment with Paytm Services you will disclose the details of any relative or partnership firm or sole proprietorship firm or companies in which you or your relative(s) may have any direct or indirect interest by virtue of being partner or employee or shareholder or otherwise who/which propose to enter or are already into any transaction/agreement with Paytm Services in connection with its business affairs. This disclosure shall be made by you forthwith, when information of such transaction/agreement comes to your notice.

12. As per the agreement, you agree that after the date hereof during employment with Paytm Services and for a period of 2 years after employment with Paytm Services you shall not, unless required by law, subpoena or court order, without the prior written consent of the Company, directly or indirectly,



a. Divulge to anyone, other than persons design informed, the Company in writing, use or seek to benefit personally from any trade secrets, names of customers of or suppliers to the Company, business plans, marketing strategies, product costs, financial information of the Company, market strategies or other confidential information, or any ideas, designs creations, inventions, discoveries, improvements, devices, practices, processes, methods, or products of the Company (collectively, the "Protected Information") relating to the Business, whether patented or not patented or patentable, as to which you are informed and which shall not be generally known to the public or recognized as standard practice; or

b. Claim to have any right, title, or interest of any kind or nature whatsoever in or to any of the Protected Information.

13. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our company to offer you employment. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the company is false, in such a case, you shall be liable for removal from service without any notice or compensation in lieu thereof.

14. You may be transferred to any Section/Department/Unit/subsidiary or Branch in India or abroad either existing or which may come into existence is justified.

15. Your appointment and continuance in the employment shall be subject to being medically fit for the Paytm Services' employment. Paytm Services may, upon in its sole discretion subject you to undergo medical examination from a Medical practitioner / Surgeon / Medical Officer acceptable to the Paytm Services, from time to time as per HR Department guidelines

16. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 day's notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 30 day's notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 30 day's notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

17. You shall not divulge any confidential information, data, opinion, practices, usages, formulas, outside the Paytm Services to any person/firm/company/organization, etc by whatever nomenclature or utilize any of the Paytm Services' confidential information or any other information which you may possesses or come across by reason of your association and employment with the Paytm Services.

18. Your service will be on probation basis for a period of six (6) months and will automatically get confirmed once you complete the probation period. However, management may at its discretion extend your probationary period either during or at the end of your original or extended period(s). In case of extended probation period you would be covered under PIP (Performance Improvement Plan).



19. You agree that if you voluntarily leave the employment of the company within 18 months of taking up the appointment or terminated for any cause mentioned Clause 23, any expenses incurred by the company on your hiring such as relocation, accommodation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from your final salary.

20. The age of superannuation shall be 60 years. As such, you will automatically retire from and cease to be in the services of the Paytm Services on attaining the age of 60 years. Your age mentioned in the school certificate will be deemed the conclusive proof of your date of birth

21. In case you tender resignation from the services of the Paytm Services, you shall not discontinue / stop attending the Paytm Services / assigned work unless and until you are relieved from the services of the Paytm Services. In case you discontinue / stop attending the Paytm Services / assigned work after tendering the resignation but before the same is specifically accepted by the Paytm Services' HR department, you shall be liable for disciplinary action treating such absence as unauthorized and irregular

22. You will be liable to handover to the Paytm Services' nominated person / reporting authority the charge of the branch/department/section/ division/ team and also the letter of authority, power of attorney, electronic devices for fund transfer and such other privilege access for transfer / transmission / transactions if any, issued to you and also the property / material / valuable / others of the Paytm Services, which is / are held or have come in your possession, at the time of separation of your employment with the Paytm Services.

23. Notwithstanding the preceding clause, your employment may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following:

(i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

24. In any proceedings to enforce or interpret this agreement, Paytm Services shall be entitled to recover its attorneys' and/or legal fees in addition to all other available relief from you.

25. You are authorized to incur reasonable and necessary expenses in authorized business related travels, lodging and other expenses in the performance of his/her duties under this Agreement, provided such expenses are substantiated. The Company shall pay or reimburse such expenses to the extent you submits vouchers or other documentation in accordance with the applicable policy. No personal expenses shall be borne or reimbursed by the Company.

26. You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or any amount equivalent to proportionate salary in lieu of unserved notice period after your tendency of resignation and leaving the company without serving full notice period or costs incurred by the Company suffers any damage, loss, claim or action arising directly or indirectly from any act or omission by you in violation of this Agreement, any other Company policies or any applicable law, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

27. In the event of termination by the Company or in case of resignation by you as per, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave the Company may require you to have no contact with all or any of the Company's or Group Companies' agents, employees, officers, customers, contractors, clients, distributors, suppliers, shareholders (direct or indirect) or its affiliates.



28. All notices or other communications required or permitted to be delivered or given hereunder shall be delivered to the intended recipient by prepaid post, by hand or email, at the address mentioned along with the Party's names in the beginning of this Agreement. You shall promptly intimate the Company in writing of any change in address. Any notice given or made under this Agreement will be taken to be duly give or made in the case of delivery in person, when delivered; in the case of delivery by post, 5 days after posting; and in case of email, immediately after the transmission.

29. In case of any dispute with regard to these agreement, the same shall be amicably settled between us failing which the Company shall have the discretion to appoint a sole arbitrator. Such arbitration shall be governed by the provisions of the India Arbitration and Conciliation Act, 1996 or any amendment thereto. The venue for arbitration shall be Delhi and the arbitration proceedings shall be in English. Any award passed by the arbitrator shall be final and binding on the parties and shall be enforceable in any court of law having competent jurisdiction.

This is a system generated mail, by default we consider it as your acceptance on all the employment term.

We look forward to a productive and mutually beneficial relationship.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Abhay Singh", is written over a faint, larger "Abhay Singh" watermark.

Abhay Singh

Authorized Signatory

Acceptance

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



E-Code: **01008378**

Designation: **Sales Executive**

Name: **Kadam Sachin Sominath**

Grade: **SG01A**

CTC Structure		
Salary Component	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	1058	12696
Special Allowance / Flexi Benefits Bucket*	0	0
Statutory Bonus	2300	27600
EPF Contribution Employer	1488	17856
ESI Contribution for Employer	437	5244
Medical Insurance Premium	209	2508
Sales Linked Incentive (SLI)	12000	144000
Collection Linked Incentive (CLI)	-	-
<b>Total Salary (Gross CTC)</b>	<b>27592</b>	<b>331109</b>

\* Medical Insurance premium rate is subject to change.

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (SLI/CLI): SLI/CLI will be subject to the sales target Vs achievement by employees. This will be paid on a monthly basis.

\* Fair Day Attendance will be applicable as per policy.



Private and Confidential

Reference ID: **APPT/01008377/2023**

**27.June.2023**

Name: **Siddikee Bismilla Atiulla**  
E-Code: **01008377**

Dear **Siddikee Bismilla Atiulla**,

Kindly refer to our meetings and exchange of communication in connection with your employment with us. We wish to confirm your appointment as **Sales Executive** in **SG01A** grade with our company "Paytm Services Private Limited", with effect from **22.06.2023** and welcome you as a member of Paytm Services team.

The terms and conditions of your employment are listed below:

1. Your total CTC is **Rs. 331109 Rupees Three Lakhs Thirty-One Thousand One Hundred Nine Only** per annum. Out of this CTC **Rs. 144000 Rupees One Lakh Forty-Four Thousand Only** per annum will be linked with your performance and target achievements. This is the total cost to the Company and all necessary taxes will be deducted at source along with all statutory deductions. If you are covered under the Provident Fund Scheme, then the employer contribution to the provident fund Shall be met out of the above said salary.
2. Your salary and other remuneration details are known to you only. Others within the organization will know your salary only on a need-to-know basis. You shall not divulge the details of your salary to anyone in the organization 'under any circumstances and breach of this clause shall be treated as cause' as defined in clause 23 of this letter. The terms of this offer are strictly confidential between you and the Company and any breach of this confidence will be viewed with utmost seriousness.
3. You will render your services exclusively to Paytm Services on a full-time basis. You are not entitled to take up any other assignment or employment of any nature whatsoever, part time or otherwise, with any other company, organization or individual, which may involve personal input directly or indirectly in any way whatsoever.
4. You will be entitled to leaves as per the rules of the company.
5. You shall be governed by the Personnel Policies and Rules of Conduct of the Company. The Personnel Policies, Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses of the Company will be periodically updated, and you will be bound by the terms of such updated policies/terms from time to time.



6. You are bound by a strict confidentiality and privacy policy and shall not divulge to anyone verbally or otherwise any Company its affiliates and subsidiaries information, particulars or details of administrative/Business/organizational and of Company its affiliates and subsidiaries customers/clients, or any other matters which it may be your personal privilege to know by virtue of your being our employee. As used in this letter, 'Business' means the businesses carried on by the Company its affiliates and subsidiaries, or which may be carried out in future during the tenure of your association with the Company.

7. You are required to sign the Non-Disclosure Agreement which covers Invention Assignment, Confidentiality, Non-Compete and Non-Solicitation Clauses.

8. This is understood that the Company develops and markets application interaction, products and services, you agree that during the period of your employment and for a period of (12) months thereafter, you will not directly or indirectly: (i) market or sell products or perform services such as are offered or conducted by the Company, its affiliates and subsidiaries during the period of your employment, to any customer or client of the Company particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and/or related to such matters, during the period of your employment with the Company (ii) be employed with, or engage in, manage, operate, be connected with or acquire any interest in, as an advisor, agent, owner, partner, co-venture, principal, director, shareholder, tender or otherwise, any business competitive with the Company, its affiliates or subsidiaries, particularly with respect to matters as involved/conducted by you and/or the concerned team in which you are working and related to such matters, during the period of your employment with the Company. ), except that you may own, in the aggregate, not more than 1% of the outstanding shares of any publicly held corporation which is a competitive Business which has shares listed for trading on securities exchange registered with the securities and Exchange Commission or through the automatic quotation system of a registered securities association.

9. In case you are suggesting or confirming procurement or purchase or availment of material or services from your relatives, friends, associates, acquaintances directly or indirectly you will disclose the same to the management as part of purchase process. In case you fail to disclose the same and such non-disclosure puts the Company or its associates or subcontractors at a disadvantage or commercial loss, the company can take appropriate action against you. If you are aware of any unethical practices which are putting company or its associates or subcontractors under any commercial disadvantage you are expected to share this at [codeofconduct@paytmservices.com](mailto:codeofconduct@paytmservices.com).

10. You must, at all times, comply with the applicable rules and regulations, honest conduct, high ethical business standards and commitment to the company. Organization will not tolerate any such incident wherein an employee is found to be involved in any unethical business dealing and benefiting himself/herself or helping someone with whom he/she is associated directly or indirectly or has vested interest for personal benefit/gains. Any breach will be viewed seriously and it may lead to severe disciplinary action and legal proceedings.

11. You have agreed that during your employment with Paytm Services you will disclose the details of any relative or partnership firm or sole proprietorship firm or companies in which you or your relative(s) may have any direct or indirect interest by virtue of being partner or employee or shareholder or otherwise who/which propose to enter or are already into any transaction/agreement with Paytm Services in connection with its business affairs. This disclosure shall be made by you forthwith, when information of such transaction/agreement comes to your notice.

12. As per the agreement, you agree that after the date hereof during employment with Paytm Services and for a period of 2 years after employment with Paytm Services you shall not, unless required by law, subpoena or court order, without the prior written consent of the Company, directly or indirectly,



a. Divulge to anyone, other than persons design informed, the Company in writing, use or seek to benefit personally from any trade secrets, names of customers of or suppliers to the Company, business plans, marketing strategies, product costs, financial information of the Company, market strategies or other confidential information, or any ideas, designs creations, inventions, discoveries, improvements, devices, practices, processes, methods, or products of the Company (collectively, the "Protected Information") relating to the Business, whether patented or not patented or patentable, as to which you are informed and which shall not be generally known to the public or recognized as standard practice; or

b. Claim to have any right, title, or interest of any kind or nature whatsoever in or to any of the Protected Information.

13. This letter has been issued to you on the understanding that there is nothing in your past record which should have prevented our company to offer you employment. If, however, it is found that your past record is objectionable or if you have willfully suppressed any material, information or if any declaration given by you to the company is false, in such a case, you shall be liable for removal from service without any notice or compensation in lieu thereof.

14. You may be transferred to any Section/Department/Unit/subsidiary or Branch in India or abroad either existing or which may come into existence is justified.

15. Your appointment and continuance in the employment shall be subject to being medically fit for the Paytm Services' employment. Paytm Services may, upon in its sole discretion subject you to undergo medical examination from a Medical practitioner / Surgeon / Medical Officer acceptable to the Paytm Services, from time to time as per HR Department guidelines

16. Notwithstanding any of the clauses of this letter, the management reserves the right to terminate this engagement without giving any notice or assigning any reasons whatsoever during your probation period. You will be at liberty to resign from the services during probation period after giving 15 day's notice in writing or subject to written approval from HR department on payment of equivalent salary. After confirmation in writing / successful completion of your probation period, management reserves the right to terminate this engagement after giving you 30 day's notice or salary in lieu thereof without assigning any reason thereof. Similarly, you will be at liberty to resign from the services after giving 30 day's notice in writing or subject to written approval from HR department on payment of equivalent salary to the organization in lieu thereof for the un-expired period of notice. During your notice period you shall not take any leave whether due to you or not without prior sanction. Any request for relieving from work before completion of notice period, would be subject to availability of alternate resource for taking proper handover of the work from you. Any unprofessional behavior or lackadaisical attitude during notice period will result in termination of your services.

17. You shall not divulge any confidential information, data, opinion, practices, usages, formulas, outside the Paytm Services to any person/firm/company/organization, etc by whatever nomenclature or utilize any of the Paytm Services' confidential information or any other information which you may possesses or come across by reason of your association and employment with the Paytm Services.

18. Your service will be on probation basis for a period of six (6) months and will automatically get confirmed once you complete the probation period. However, management may at its discretion extend your probationary period either during or at the end of your original or extended period(s). In case of extended probation period you would be covered under PIP (Performance Improvement Plan).



19. You agree that if you voluntarily leave the employment of the company within 18 months of taking up the appointment or terminated for any cause mentioned Clause 23, any expenses incurred by the company on your hiring such as relocation, accommodation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from your final salary.

20. The age of superannuation shall be 60 years. As such, you will automatically retire from and cease to be in the services of the Paytm Services on attaining the age of 60 years. Your age mentioned in the school certificate will be deemed the conclusive proof of your date of birth

21. In case you tender resignation from the services of the Paytm Services, you shall not discontinue / stop attending the Paytm Services / assigned work unless and until you are relived from the services of the Paytm Services. In case you discontinue / stop attending the Paytm Services / assigned work after tendering the resignation but before the same is specifically accepted by the Paytm Services' HR department, you shall be liable for disciplinary action treating such absence as unauthorized and irregular

22. You will be liable to handover to the Paytm Services' nominated person / reporting authority the charge of the branch/department/section/ division/ team and also the letter of authority, power of attorney, electronic devices for fund transfer and such other privilege access for transfer / transmission / transactions if any, issued to you and also the property / material / valuable / others of the Paytm Services, which is / are held or have come in your possession, at the time of separation of your employment with the Paytm Services.

23. Notwithstanding the preceding clause, your employment may be terminated 'for cause' at any time without any notice. For the purpose of this agreement termination 'for cause' includes, but is not limited to, any of the following:

(i) theft (ii) falsification of time or other employment records (iii) dishonest act(s) (iv) negligence (v) incompetence (vi) insubordination (vii) failure of follow work rules and policies (viii) excessive absenteeism or tardiness (ix) disloyalty (x) lack of clients, work or business.

24. In any proceedings to enforce or interpret this agreement, Paytm Services shall be entitled to recover its attorneys' and/or legal fees in addition to all other available relief from you.

25. You are authorized to incur reasonable and necessary expenses in authorized business related travels, lodging and other expenses in the performance of his/her duties under this Agreement, provided such expenses are substantiated. The Company shall pay or reimburse such expenses to the extent you submits vouchers or other documentation in accordance with the applicable policy. No personal expenses shall be borne or reimbursed by the Company.

26. You agree and acknowledge that the Company may, subject to applicable laws, at any time during the term of employment or cessation thereof, deduct from your salary, or final settlement, any amounts owed by you, including but not limited to, any outstanding loans, advances, over payments or any amount equivalent to proportionate salary in lieu of unserved notice period after your tendency of resignation and leaving the company without serving full notice period or costs incurred by the Company suffers any damage, loss, claim or action arising directly or indirectly from any act or omission by you in violation of this Agreement, any other Company policies or any applicable law, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force in India.

27. In the event of termination by the Company or in case of resignation by you as per, the Company may require you to absent yourself from its premises on garden leave and not participate in the working of the Company during the unexpired portion of the notice period. During such garden leave the Company may require you to have no contact with all or any of the Company's or Group Companies' agents, employees, officers, customers, contractors, clients, distributors, suppliers, shareholders (direct or indirect) or its affiliates.



28. All notices or other communications required or permitted to be delivered or given hereunder shall be delivered to the intended recipient by prepaid post, by hand or email, at the address mentioned along with the Party's names in the beginning of this Agreement. You shall promptly intimate the Company in writing of any change in address. Any notice given or made under this Agreement will be taken to be duly give or made in the case of delivery in person, when delivered; in the case of delivery by post, 5 days after posting; and in case of email, immediately after the transmission.

29. In case of any dispute with regard to these agreement, the same shall be amicably settled between us failing which the Company shall have the discretion to appoint a sole arbitrator. Such arbitration shall be governed by the provisions of the India Arbitration and Conciliation Act, 1996 or any amendment thereto. The venue for arbitration shall be Delhi and the arbitration proceedings shall be in English. Any award passed by the arbitrator shall be final and binding on the parties and shall be enforceable in any court of law having competent jurisdiction.

This is a system generated mail, by default we consider it as your acceptance on all the employment term.

We look forward to a productive and mutually beneficial relationship.

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Abhay Singh", is written over a faint, larger "Abhay Singh" watermark.

Abhay Singh

Authorized Signatory

Acceptance

Name:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



E-Code: **01008377**

Designation: **Sales Executive**

Name: **Siddikee Bismilla Atiulla**

Grade: **SG01A**

CTC Structure		
Salary Component	Monthly (Rs.)	Yearly (Rs.)
Basic	10100	121200
House Rent Allowance	1058	12696
Special Allowance / Flexi Benefits Bucket*	0	0
Statutory Bonus	2300	27600
EPF Contribution Employer	1488	17856
ESI Contribution for Employer	437	5244
Medical Insurance Premium	209	2508
Sales Linked Incentive (SLI)	12000	144000
Collection Linked Incentive (CLI)	-	-
<b>Total Salary (Gross CTC)</b>	<b>27592</b>	<b>331109</b>

\* Medical Insurance premium rate is subject to change.

\* Employee contribution for PF & ESIC shall also be deducted from your Gross salary only

\* Performance Linked Incentive (SLI/CLI): SLI/CLI will be subject to the sales target Vs achievement by employees. This will be paid on a monthly basis.

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