

Privileged & Confidential

23-Sep-2019

Mr. Gaurav Srivastava
S/o Sri Narayan Srivastava, H.no 58, Himmat Singh Avenue Majitha Road Amritsar
Amritsar1

OFFER CUM APPOINTMENT LETTER

Dear Gaurav Srivastava,

Congratulations and welcome to the Max Life family.

With reference to your application and the subsequent interview, we are pleased to appoint you as Agency Manager on part time basis in Max Life Insurance Company Limited (the "Company/ Max Life") with effect from 23-Sep-2019. Your initial place of posting would be Amritsar 1, reporting to the AADM.

The terms and conditions of your employment are as follows:

1. Compensation and Benefits

- a) **Compensation:** A detailed break-up of your compensation is mentioned in Annexure I. The compensation shall be payable to you at the end of every month subject to your adherence to the terms and conditions.
- b) **Incentives:** The Company reserves the right to compose, amend, alter or cancel any incentive payable to you additionally as per the Company's policies.
- c) **Benefits:** As an employee on part time basis, you will be entitled to the privileges, benefits, leaves or allowances which are applicable to the part time employees. The benefits applicable to you, including statutory benefits, will be as per applicable laws.

2. Taxes

The compensation including incentives or rewards shall be subject to tax deducted at source as per the applicable tax laws. The Company assumes no responsibility for your personal tax affairs.

3. Attendance

Your attendance and reporting to office will be required only for 4 (four) days in a month. It is recommended that you attend office at least once a week or as agreed with your manager. The days on which your attendance is required will be communicated to you by your manager in the beginning of the month. If you attend office on any day(s) other than the specified four days or more than the said four days, the same will not be considered for determining your attendance and no remuneration shall be paid by the Company for such days. On the other days of the month you will not be in our employment and you are permitted to pursue any vocation /employment/relationship as desired by you. However you will not:

- (i) Be employed by any person or entity which carries on the business of life insurance, other than Max Life
- (ii) Solicit or procure life insurance policies for and on behalf of any life insurance company or insurance intermediary of a life insurance company or by yourself as an agent
- (iii) Refer or introduce or share contact details of any person or prospect with any other life insurance company or its insurance intermediary

Gaurav Srivastava

MAX LIFE INSURANCE CO. LTD.

SCO 120, 1st & 2nd Floor, Firoza Gandhi Market, Firozpur Road, Ludhiana- 141001 (Punjab)
T +91-0183-5059999 F +91-1246659627 E Service.helpdesk@maxlifeinsurance.com W www.maxlifeinsurance.com
Corporate Identity Number - U74899PB2000PLCO45626, IRDAI Reg No - 104

Registered Office: 419, Bhai Mohan Singh Nagar, Rallimajra, Tehsil Balachaur, District Nawanshahr, Punjab 144 533.

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Max Financial Services and MS Joint Venture

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4. Privileges & Benefits

As a part time employee you shall be entitled to privileges, benefits, leaves or allowances as applicable to a part time employee

5. Miscellaneous

- a) Your appointment is subject to verification of your credentials and background, completion of all necessary documentation, reference check to our satisfaction and fulfilment of the conditions stated in Annexure II by you within a period of 30 (thirty) days from the date of this offer cum appointment letter or any other extended period as notified by the Company. In the event any of the said conditions are not fulfilled this offer will lapse and appointment, if made, shall be null and void.
- b) At the time of joining, [or,] within [2] days of receipt of this offer cum appointment letter, you are requested to submit the documents listed in Annexure III.
- c) During your employment you shall abide with the terms and conditions mentioned in Annexure IV to this letter, which may be amended by the Company from time to time.
6. Please note that your employment with Max Life will be "at will" and is not for a specified period. Hence, either you or Max Life may terminate the employment relationship at any time in accordance with the terms and conditions mentioned in Annexure IV.
7. You acknowledge that no prior verbal or prior written agreements, prior promises or representations that are not specifically stated in this offer cum appointment letter will be binding on the Company.
8. This document is privileged and confidential. You will maintain confidentiality and secrecy and will not disclose any of the contents of this offer cum appointment letter to any third party.
9. If you are in agreement with the above terms and conditions, you are requested to revert to the undersigned not later than 25-Sep-2019 by signing this offer letter and returning it to the address provided below or sending your acceptance by way of an email to the undersigned, failing which, this offer cum appointment letter will expire.

We look forward to a long lasting and mutually beneficial relationship and are confident that your abilities will play a key role in our Company.

Yours sincerely,
For Max Life Insurance Company Limited

Irani Anwarul Karim

Irani Roy

Human Resources -North Zone

I hereby accept employment on the terms and conditions mentioned in this offer cum appointment letter.

Employee:

Name

Garv Anwarul Karim

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Encl: Annexure I: Compensation Break-up Sheet; and
 Annexure II: Conditions to be fulfilled
 Annexure III: Documents to be submitted
 Annexure IV: Terms and Conditions of Employment

Witness:

Signature of Witness:

Address of Witness:

ANNEXURE - I

Compensation Break-up Sheet (Strictly Confidential)	
Name: Gaurav Srivastava	Location: Amritsar 1
Designation: Agency Manager	Band: NA
	Rs (P.M.)
Basic Salary	35,160
Provident Fund	4224
Statutory Bonus	3,504
Total Fixed Pay (TFP)	42,900

You may, in the Company's discretion be also entitled to variable compensation as per the Company's policies, as amended from time to time.

I have read, understood and accepted the appointment on part time basis with Max Life as per terms and conditions set forth in the offer cum appointment letter.

Signature

Gaurav Srivastava

Name

Gaurav Srivastava

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GAURAV SRIVASTAVA <p22gauravs@iimnagpur.ac.in>

APPROVAL ON ROLES & RESPONSIBILITIES

2 messages

GAURAV SRIVASTAVA <p22gauravs@iimnagpur.ac.in>

Fri, Sep 2, 2022 at 4:00 AM

To: dalbir.singhpundir@maxlifeinsurance.com

Cc: Placement Committee <placecom@iimnagpur.ac.in>

Dear Sir,

I Gaurav Srivastava S/o Srinarayan Srivastava worked as a **Part-Time Agency Manager in Max Life Insurance CO.** Ltd. from the period **1-Dec-2019 to 30-Nov-2020.**

My Key role was:-

- 1.) Analyzing performance and drawing up action plans in an effective & efficient manner.
- 2.) Recruiting, Screening, and Training new agents according to their level of understanding.
- 3.) Ensuring all the targets are met on time & staff are performing their roles perfectly.
- 4.) Instruct agents to attract new customers by providing them with good knowledge about the product.
- 5.) Ensuring my subordinates and colleagues are working in a positive atmosphere and encouraging them to participate in every activity.
- 6.) Responsible for maintaining Strong & Transparent relationships between staff and clients.
- 7.) Obeying agency regulations, Guidelines, and Policies, and ensuring staff do the same.
- 8.) Investigate Consumer Demand & new trends in the market and use that knowledge for business improvement.

Kindly Approve the above-mentioned points.

**Thanks & Regards,
Gaurav Srivastava,**

Roll No: P22146.

Indian Institute of Management Nagpur

(भारतीय प्रबंध संस्थान नागपुर)

Maharashtra, India - 440010

✉ p22gauravs@iimnagpur.ac.in

☎ +91 8558841607



IIM NAGPUR

dalbir.singhpundir@maxlifeinsurance.com <dalbir.singhpundir@maxlifeinsurance.com>

Fri, Sep 2, 2022 at 9:26 AM

To: p22gauravs@iimnagpur.ac.in

Cc: placecom@iimnagpur.ac.in

Dear Gaurav

As per your trail mail you are relived on your all roles and responsibilities as per mentioned date. You are such a hardworking, responsible and honest persons towards your work. I wish you all the best for your future endeavours.

Thanx and Regards

Dalbir singh Pundir

Sent from [Workspace ONE Boxer](#)

On 2 September 2022 at 04:00:56 IST, GAURAV SRIVASTAVA <p22gauravs@iimnagpur.ac.in> wrote:

Caution: Ext. Email hyperlink/attachment

[Quoted text hidden]

Our Values drive Our Culture

Caring | Collaboration

Customer Obsession | Growth Mindset

Disclaimer: The information contained in this electronic message and any attachments to this message are intended for the exclusive use of the addressee(s) and may contain proprietary, confidential or privileged information. If you are not the intended recipient, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately and destroy all copies of this message and any attachments.

WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

