



Date 11-06-2025

LETTER OF APPOINTMENT

Dear Sumit Singh Negi

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you an appointment as **Executive - Operations** in One MobiKwik Systems Limited. The terms and conditions of your appointment are as follows:

1. APPOINTMENTS AND REPORTING

- a. Your date of appointment will be **16-06-2025**. The terms and conditions of appointment shall be effective from your date of joining. In the event of you not joining on or before the aforementioned date of joining, all terms and conditions of the given letter will stand null, void and cancelled automatically.
- b. Your official working hours will be as per the Company policy. However, the official working days may vary depending on the needs of work and instruction of business head, which shall be final and binding on the employees.
- c. This Appointment shall stand null and void if any particulars furnished by you, are found to be incorrect on verification by the Company at any point in time.

2. COMPENSATION AND REMUNERATION

- a. Your Cost to Company (CTC) is **INR 350000** detailed break up is enclosed in Annexure ' I' which is subject to change from time to time by the Company.
- b. You will not be eligible to receive the variable bonus pay-out if you are not an active employee with us or serving notice on the date of pay-out.
- c. You will participate in the Company Provident Fund Scheme as applicable to your category of employees.
- d. You shall be responsible for paying any taxes, direct or indirect, state, or local, whether payable in India or elsewhere, which may result from the remuneration. The Company is entitled to deduct from your remuneration, income tax, other taxes, and levies which it is liable to deduct at source as applicable.
- e. Your salary package is based on, besides your overall experience level in the industry, your educational qualifications and the experience and knowledge level assessed at the time of selection, particularly in the skill sets relevant. Therefore, the salary package offered to you is peculiar and personal to you. Any comparison of the same with the salary packages of other employees, based purely on the total experience level in the industry, may be unrealistic, misleading, and invidious.
- f. Any additional pay-outs beyond the Cost to Company (CTC), including but not limited to notice period buyout, relocation benefit, joining bonus, retention bonus or any other pay-out, are subject to taxation. In the event the incumbent leaves or company terminates the employment within one year from the pay-out date, the entire amount will be recovered. The recovered amount will be deducted pre-tax.

3. POSTING AND TRANSFER

Your initial posting will be at **Gurugram, Haryana, India** however, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any

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place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

4. PROBATION/CONFIRMATION

You will be on probation for a period of Three (3) months from the date of your joining, where after, if your services are found satisfactory, you will be confirmed in the HR system. No written communication shall be shared for this. The Company reserves the rights to reduce/ dispense with or extend your probation period at its absolute discretion.

In case of previous experience, you are required to submit your reliving/experience letter within 1 months of your joining.

Your confirmation will be subject to satisfactory performance during the probationary period & submission of the complete documents. In Case of unsatisfactory performance, a Performance improvement plan might be initiated for you.

5. TERMINATION

- a. During probation period your services can be terminated by One MobiKwik Systems Limited by giving 10 days written notice to you or payment of salary in lieu thereof. However, One MobiKwik Systems Limited may relieve you at any time during the notice period and without any compensation other than the payment of salary in lieu of the remaining period of notice.
- b. After confirmation, One MobiKwik Systems Limited can terminate your services by giving **30 Days** written notice to you or payment of salary in lieu thereof. However, One MobiKwik Systems Limited may relieve you at any time during the notice period and without any compensation other than the payment of salary in lieu of the remaining period of notice.
- c. One MobiKwik Systems Limited has the right to terminate your service without notice or payment of salary in lieu thereof if you commit any breach of your duties and responsibilities under this contract of service or are found guilty of any gross negligence or misconduct which contravenes the express or implied conditions of your service.
- d. Absence for a continuous period of five working days without prior approval of your superior (including overstay on leave / training) would result in your service coming to an end without any notice or intimation.

6. NOTICE

After probation confirmation, you may resign from services by giving **30 Days** written notice to One MobiKwik Systems Limited or payment of salary in lieu thereof and before confirmation an employee has to serve 10 days or payment of salary in lieu thereof. If the exigencies of work so require, One MobiKwik Systems Limited may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to One MobiKwik Systems Limited to accept your resignation with effect from any date earlier than the one offered by you in your resignation letter at its sole discretion.

7. CONFIDENTIALITY

- a. You will maintain all information / documents / materials gathered by you during the course of your employment in strict confidence; this would include and not be limited to

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your offer and salary details also. You will not copy or make notes of such information / documents except in conjunction with your work for the company. You will not divulge to anyone outside the company or use any of the information / documents /materials gathered during the course of your employment for your own or anyone else's benefit, except that of the company's either during or after the term of your employment with the company. The aforesaid obligation shall also apply to proprietary / confidential information / documents of third parties received by you or the company in the normal course of your employment with the company.

All the research done, and data generated including that of the client database of One MobiKwik Systems Limited is the sole property of the organization. Unauthorized storing, copying, deleting, or transmitting (in hard/soft or any other means) of any other information will be in breach of contract, is a serious legal offense and strictly prohibited. This will lead to immediate termination without any notice. All losses on such offenses will have to be fully compensated in monetary terms.

8. NON – COMPETE

In signing this letter of appointment as acceptance, you agree that during the period of 1 year following the termination of services, you shall not:

- a. Associate yourself with any competitor company for next one year and in case you join any competitor company you will be held responsible for civil and criminal liabilities in the jurisdiction of India.
- b. Disclose any confidential information or trade secrets of the Company or any of its affiliates to any unauthorized person or persons or misuse confidential information or trade secrets of the Company or any of its affiliates.

9. LEAVES AND OTHER SERVICE BENEFITS

You will be entitled to 7 sick leaves, 7 casual leaves, 18 earned leaves, holidays, and other service benefits as per the policies and amendments in the same from time to time.

10. RESPONSIBILITIES & DUTIES

- a. Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be involved to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results. You will be responsible for safekeeping and return in good condition and order of all the properties and assets of the company which may be in your use, custody, or charge.
- b. During the period of service with the company, you shall not indulge and/ or take part in any activity of formation of council and / or association or become a member being part of management staff which are found to be detrimental in the interest of the company in any way. Such an action shall be deemed as infringement to service conditions of the company and amount to causing damage to its interest and shall call for disciplinary action being taken against you, as it may deem fit and appropriate.
- c. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lectures, or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied for and obtained the written permission from the Company. Also, at any point of time you cannot

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indulge in any part time, full time, temporary employment along with your present employment without prior written approval of the management.

d. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company having an association with the company and if you are offered any, you should immediately report the same to the management.

11. BACKGROUND CHECK

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/representatives and/or officials shall be entitled to conduct reference and background check from all the requisite sources including all your previous employers or references given by you 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 full right and authority to terminate your services and take such future action as deemed necessary in the interest of the Company.

12. GROUP PERSONAL ACCIDENT POLICY (GPA)

Employees are covered under a Group Personal Accident (GPA) policy in the event of Permanent total disability/Permanent partial disability and Temporary Disability, arising out of an accident event. The sum assured under GPA policy is up to 10 lakhs rupees and may vary as per company policy. This policy does cover accidental death.

13. GROUP MEDICLAIM POLICY

The employee and family member can avail Group Mediclaim (Hospitalisation) Insurance facility, which cover self, spouse, two children under 5 lakh rupees and vary as per company policy.

14. RETIREMENT

The normal age of your retirement shall be 58 years and accordingly it is the condition of employment that you will automatically retire attaining the age of 58 year and no further notice whatsoever to you will be necessary in this regard. However, the Company may, in its sole discretion require you to retire at any age after attaining the age of 50 years without assigning any reason whatsoever.

15. DECLARATION

If you/ any member of your immediate family including spouse, children, parents, in -laws, or someone else with whom you have a familial relationship holds any significant investment OR holds a position OR does business OR is in a position to influence strategic decisions, with a firm that directly competes with MobiKwik, is a supplier or customer/client of MobiKwik, you will be required to disclose the same at the time of accepting the offer and before commencement of the employment as per Company's disclosure policy. Your failure to disclose the a fore mentioned may result in disciplinary action as per Company policy which may include termination of the employment.

16. APPOINTMENT IN GOOD FAITH

It must be specifically understood that this offer is made based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company,

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the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures, and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters including those not specifically covered here such as traveling, etc. you will be governed by the rules of the company as shall be in force from time to time.

We welcome you to the family and wish you a rewarding career with us.

With best wishes,
For One MobiKwik Systems Limited

A handwritten signature in blue ink that reads "Swati Singh".

Swati Singh
Vice President
Human Resources & Admin, MobiKwik

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Annexure – I

Breakup of Compensation Package (All figures are in INR)		
Components	Per Annum	Per Month
Basic	175000	14583
House Rent Allowance	87500	7292
Special Allowance	65900	5492
Employer share of PF	21600	1800
Gross Salary	328400	27367
Annual CTC	350000	29167

Notes:

- a. Any tax liabilities arising out of the salary payout shall be deducted as per the Income Tax Act, 1961
- b. Tax computation shall be subject to investment declaration submitted by you.
- c. Flexibility to choose PF contribution at the time to joining – employee can choose PF contribution of 12% of Basic. This choice can be exercised only at the time of joining and cannot be changed at a later date.
- d. All the above components and benefits are as per company's policies, which are subject to change from time to time without any prior intimation.
- e. Gratuity is payable as per the provisions under the Gratuity Act, which is an additional benefit apart from CTC.
- f. We have a flexi bucket option and the salary can be restructured accordingly post joining.

With best wishes,
For One MobiKwik Systems Limited



Swati Singh
Vice President
Human Resources & Admin

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