

# UNITED OIL PRODUCTION SYSTEMS LTD.

B/6, Plot No. 264, Etim Inyang Crescent, Victoria Island, Lagos, Nigeria.

Tel.: 01-2127000 E-mail: info@unitedoiling.com • Website: www.uopsl.com



RC: 798631

Mr. Abhijeet Raha  
Kolkata, India

Date: 15<sup>th</sup> September 2015

Congratulations

We are pleased to offer you contract of employment with **United Oil Production Systems Ltd.** subject to satisfactory pre-engagement medical examination and credential verification. This contract of employment is for the position of **Base Manager**.

Your place of work will be **Nigeria**. Your rotation pattern will be 6 months ON and 1 Month OFF pattern and subsequently on 4 months ON and 1 Month OFF pattern. You may have to visit to fields or site locations as required. However, during your employment with the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units of the Company / its affiliates at any other location.

Your employment will be based on the following terms and conditions:

#### 1. Remuneration

You will be paid a consolidated monthly lump sum of **USD 1000 (USD One Thousand Only)** to your bank account directly in US Dollars. In addition, for the miscellaneous expenditure in Nigeria, you will be paid Naira 20,000/- Twenty Thousand only per month (Naira)

You shall be solely responsible for, shall bear and shall indemnify and hold harmless from, the reporting, filing, any payment of all other taxes and other charges (and any related fines, penalties or interests) of Indian Governmental agency or subdivision imposed upon, arising out of, related to assessed against income accrued or arisen in connection with the services rendered by you under this Agreement.

#### 2. Office Hours:

You are expected to work as per the work schedule and pattern as applicable at your location of work and as is necessary to achieve the purpose of your job with no payment for additional hours worked. You may be required to work outside normal working hours and during holidays also depending on the exigencies of work

#### 3. Leave Entitlements:

Your leave entitlements would be based on the work schedule as applicable for your location of work. For details of your leave entitlements please refer to the Leave Policy applicable for your location.

#### 4. Probation

You will be on probation for 6 months. Your confirmation in the service of the company shall be subject to your performance being satisfactory. The Company may, at its discretion, extend the probation by such period, as it may deem appropriate.

During probation period the appointment may be terminated by either party, without assigning any reason whatsoever, by giving one month's notice or salary in lieu of notice period.

Engineering

Procurement

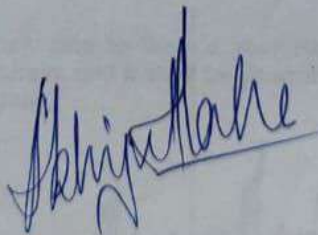
Construction

Commissioning

*Abhijeet Raha*

## 5. Duties and Responsibilities:

- a. You agree that you will perform your duties with due diligence, devotion and discretion. You will perform, observe and conform to such duties, directions and instructions assigned or communicated to you by the Company or on its behalf.
- b. You will be expected to devote the whole of your time and attention to the business of the Company and shall not without the prior written consent of the Company be engaged or be interested or concerned whether directly or indirectly, in any other business or occupation of any kind whatsoever. Contravention of this provision will lead to termination of your service without any advance notice or any compensation in lieu of such notice
- c. You shall not during the term of your employment with the Company or at any time thereafter, use or disclose to any other Company, firm or person, any of the business or affairs of the Company. Nor shall you without the previous consent of the Company publish any book, booklet, brochure, or any other publication, whether for remuneration or otherwise, relating to the affairs of the Company or to your work in the Company. Nor shall you have any contact with the Press or make any Public Statements without the prior approval of the Company.
- d. You shall keep confidential all information and material provided to you by the Company or by its clients. This also includes such information as may be already known to the public which also you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of your employment in the company.
- e. You will disclose to the company forthwith any discovery, invention, process or improvement made or discovered by you while in service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company,
- f. you shall at the Company's expense, take out or apply for Patents, Licenses or other rights, privileges or protections as may be directed by the company in respect of any such discovery, invention, process or improvement and you will execute and do all instruments, acts, deeds and things, which may be required by the company for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in company's favour or such other person(s), firm(s) or company(s), as the company may direct as the sole beneficiary thereof.
- g. You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority in writing or exceed the authority or discretion vested in you without the previous sanction of the Company or those in the hierarchy over you.
- h. You shall be responsible for the safekeeping of the Company's property under your control and observance of all safety protocols, failure of which will lead to disciplinary action.



## 6. Termination of Employment:

### a. Without Cause

Termination of service may be at the discretion of the Company or the employee, by giving 3 months advance written notice. In case where termination notice is given by the employee, he will have to serve the Company for the full notice period, unless otherwise as agreed by the company at its discretion. In case of termination by the Company, the Company may choose to relieve the employee from the service of the company immediately, and pay salary in lieu of notice period.

### b. With Cause

Your employment may be terminated summarily without notice at any time for gross Misconduct. Generally this includes any fundamental breach of contract or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to):

- Failure to obey a reasonable order given by an authorized representative of the Company
- Serious breach of safety rules
- Theft
- Fraud
- Being under the influence of alcohol or drugs during working hours
- Flagrant failure to follow Company documentary policies, procedures and regulations

## 7. Confidentiality and Business Ethics:

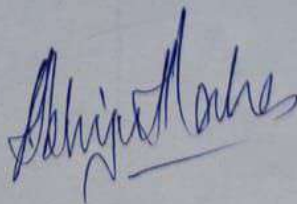
The terms and conditions of this contract, including your compensation are strictly confidential between you and the company and any breach of this confidence amount to misconduct. You shall read, sign and comply with UOPSL business ethics policy which may undergo change from time to time

## 8. Smoking Policy:

UOPSL follows a smoke-free policy in all its offices and premises. You will also be required to abide by the same

## 9. General:

- a. Your service in the company will be governed by the policies of the company in whatever form & observance be it rules, regulations, orders etc, as in force from time to time. In case of misconduct on your part, with or without involving moral turpitude, the company shall make necessary inquiry and take disciplinary action as considered necessary, and such action may include termination of service.
- b. Your age as mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth for the purpose of service in the company. No request for change in date of birth will be entertained by the company under any circumstances.
- c. Notifying change of address from time to time is your responsibility. Company shall communicate to your notified address and it shall be deemed effective and valid service on you for all interests and purposes.



- d. In case of unauthorized absence on your part, your continuation of service in the company shall entirely depend on company satisfying with the explanation that you may offer in writing.
- e. Your designation/title is subject to change depending upon your profession or the assignments given to you by the company or other contingencies like reorganization/restructuring of the company etc from time to time. The company reserves absolute discretion not only to amend the Annual Compensation Review scheme in any year but also to withdraw it altogether if it deems appropriate.
- f. You are required to submit the following documents, if not submitted the same earlier:
  - (i) Certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials in original together with authenticated copies thereof.
  - (ii) Three copies of your recent passport size photographs (in white background).
  - (iii) Relieving letter in original from your last employer in case you are / were employed.
  - (iv) Passport copy

Company reserves its right to amend the Company policies as may be deemed necessary. The revised policies will supersede the terms and conditions of this appointment letter.

It is enjoined upon you to personally follow the Company's Business Ethics policy as amended from time to time. If the above terms and conditions are acceptable to you, you are requested to sign duplicate copy of this contract of employment in token of your acceptance of the same & return to the undersigned immediately. You are requested to join duty on or before 15<sup>th</sup> October 2015 and failing which the offer shall be revoked.

Yours faithfully,  
For **United Oil Production Systems Ltd.**



Authorized Signatory

I hereby accept the terms of this letter.

Signed: .....

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

Date: .....

