

Mrs. Shruthi Yadavalli

STRICTLY PRIVATE & CONFIDENTIAL

Dear Shruthi,

We refer to your application for employment and the subsequent interview you had with RPAR & Co ("the Organization"), we are pleased to make you an offer of employment with the Organization on the following terms and conditions ("Letter of Offer"). The offer of employment is subject to your obtaining an appropriate release from your present employer and to you being medically fit.

- | | | | |
|----|-------------------------------|---|--|
| a) | Role | : | Assistant Manager |
| b) | Role designation | : | Assistant Manager - Assurance & Finance |
| c) | Date of Joining | : | 01-Jan-2021 |
| d) | Location | : | Bangalore |
| e) | Gross Salary per month | : | Rs. 50,000/- |
| f) | Gross Salary per annum | : | Rs. 6,00,000/- |

You will devote the whole of your time and attention to the business of the Organization and comply with the rules and regulations in force from time to time and you will not, without our written consent, be in any way engaged or concerned in any other business. You will, while in our employment, use your utmost endeavor to promote the interests of the Organization in all matters and will observe the utmost good faith towards the Organization and keep secret all information, which you may obtain with regard to the business and affairs of the Organization.

Details of Gross Salary:

A. Fixed Components

- | | | |
|------|-----------------------|------------------------|
| i) | Basic Salary | :Rs.25,000/- per month |
| iii) | Basket of Allowances* | :Rs.25,000/- per month |

* This basket is to be used towards HRA, LTA, Medical, Children's Education and Conveyance. You may want to split the basket as per your tax plans.

B. Performance Bonus : Decided Based on performance and is not part of CTC

Performance Bonus is not a guaranteed part of your compensation and will be paid based on individual and Organization performance measures as decided by the Organization along with Salary after completion of 6 months on Pro-rata Basis.

Sign your name

1. Submission of documents

You are required to submit originals and two sets of copies of the following documents on the date of joining the Organization. In case of any discrepancy found in the documents / details furnished, Organization reserves the right to revoke the offer letter / terminate your employment without any prior notice or notice period.

| Sl. No. | Document | Details |
|---------|--|-----------------------|
| 1 | 10 th standard marks card* | Mandatory |
| 2 | 12 th Standard marks card* | Mandatory |
| 3 | Marks cards for all the years of graduation* and degree certificate | Mandatory |
| 4 | Relieving Letter from last 2 organizations worked in or all organizations worked for in the last 3 years(whichever number is greater)* | Mandatory |
| 5 | Passport size photographs* | 2 numbers (mandatory) |
| 6 | Diploma marks cards* and certificate(if applicable) | Mandatory |
| 7 | Professional Qualification marks cards* and certificate (if applicable) | Mandatory |
| 8 | Post graduate mark cards* and certificate(if applicable) | Mandatory |
| 9 | NSR registration number or ITPIN number or web registration number | Mandatory |
| 10 | Passport** | Optional |
| 11 | Driving License | Optional |
| 12 | Passport/Driving License/PAN Card/Voters ID | Mandatory |

* Failure to produce the document on the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification. Under situations where the employee works for a client which needs the employee to furnish details on his past employments, the same will need to be provided.

** The Organization reserves the right to initiate background verification (BV) for all employees who fail to submit the passport within three months from the date of joining. The cost of background verification in lieu of passport will be borne by the employee and will be deducted from the salary.

Sign your name

2. Background Verification

The Organization may, in its sole discretion conduct background checks, prior to or after your date of joining the Organization, including but not limited to, for the purpose of validating your identity, your suitability to the concerned employment, the address provided by you, the education details provided by you, the details of your prior work experience (if any) and criminal checks. You expressly consent to, the Organization conducting such background checks. In this connection, you are required to furnish the documents as mentioned in the section titled as 'Submission of Documents' in this Offer Letter and the Organization reserves the right to seek further documents in addition to the documents listed in the said section to substantiate the details you have provided to the Organization.

If the Organization is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or mis-statement or misrepresentations or omission of facts in the details provided by you, the Organization reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

3. Transfer / Secondment

Please refer to the first page of this Letter of Offer for your posting location. However, you can be transferred/seconded to any of the Organization's units/departments or affiliate entities/partners situated anywhere in India or abroad. The terms and conditions relating to transfer/secondment shall be as stated in the relevant documents executed at the time of such secondment/transfer

4. Probation Period

You will be on probation for a period of three months and may be confirmed as a permanent employee upon successful completion of your probation. The period of probation can be extended for a further period at the sole discretion of the Organization.

Please note that as per the Organization's policies, all confirmations take place only on the 1st working day of a month. If the date of joining of an employee falls between the 1st and 15th day (both days inclusive) of a month, then the employee would be confirmed effective the 1st day of the 4th month from his/her date of joining subject to fulfillment of all criteria related to confirmation. If the date of joining of an employee falls between the 16th and the last day (both days inclusive) of a month, then the employee would be confirmed on the 1st day of the 5th month subject to fulfillment of all criteria related to confirmation.

During your probationary period, the Organization can dispense with your services without ascribing any reasons on giving you 30 calendar day's prior notice or basic and dearness allowance and basket of allowances in lieu of such notice. Similarly, it will be permissible for you to resign from our services subject to a calendar month's prior notice of your intention to do so, however, the Organization may, at its discretion, dispense with such notice and ask you to pay basic and dearness allowance and basket of allowances salary in lieu of notice. It is expressly understood and agreed between us that neither party will have cause for complaint if the other party wishes to take advantage of this right of termination.

If you are considered satisfactory in all aspects, your employment will be confirmed on the expiry of your probationary period.

5. Notice Period

As an employee of the Organization, you will be required to give either (a) 90 calendar day's notice or (b) three month's salary in lieu thereof, in case you decide to leave our services. Please note that acceptance of payment in lieu of notice period and the issue of the relieving order is at the Organization's discretion. Further, the Organization can terminate your services by giving 60 calendar day's notice or salary in lieu thereof, at the Organization's sole discretion.

Notwithstanding the above, in the event of your violation of the Code of Conduct and the Disciplinary policy of the Organization, the Organization can terminate your services by giving you up to 60 calendar day's notice or payment of salary in lieu thereof.

"Salary" for the purposes of this section will be basic and dearness allowance and basket of allowances.

6. Organizational Rules

You will familiarize with and adhere to the Organization's Rules and Regulations in force and as modified by the Organization from time to time. You may be required to work in any part of India and in different shifts as may be decided by the Organization, from time to time. You shall execute such agreements/bonds as required by the Organization.

7. Personal taxation

Your salary and the perquisites are subject to income tax as per Indian Tax Laws and all personal taxation will have to be deducted at source as per the laws applicable from time to time and the Organization does not accept any responsibility for its accuracy.

8. Termination of employment

Your services with the Organization may be terminated by either party upon giving a written notice of 90 calendar days or salary in lieu of such notice

The Organization may also terminate your services, should you be absent from work or incapacitated from properly performing your duties owing to ill health or accident for a period of 30 days, by giving you 15 days notice in writing of its intention to do so. Further the Organization reserves the right to terminate the service for your failure to pass the Organization training norms on internal training on soft skill and process.

You are liable to be summarily dismissed should you be guilty of breach of this appointment, insobriety, addiction to drugs, dishonesty, disobedience, neglect of duty or any other misconduct under the Organization's service rules which is detrimental to the business or interests of the Organization.

9. Other Terms & Conditions

- You agree not to undertake employment, whether full-time or part-time, as the Director/Partner/member/employee of any other organization/entity engaged in any form of business activity without the consent of the Organization. The consent may be given subject to any terms and conditions that the Organization may think fit and may be withdrawn at any time at the sole discretion of the Organization.
- All or any of the privilege and benefits extended can be altered or withdrawn by the Organization at any time.
- You will be governed by the schemes relating to personal accident, medical insurance and transport facilities in accordance with organization regulations, as changed from time to time.
- You will be governed by the rules and regulations of the organization as applicable to your category of employees, which may change from time to time.
- In case you are a person suffering with disabilities, you may have to submit a certificate countersigned by the Medical Superintendent/ Chief Medical Officer/ Head of the Hospital with their seal.

This Letter of Offer is valid till the date of joining mentioned.

In token of your acceptance of this offer, kindly sign and return a copy to:

Pramod R Hegde
Partner RPAR & Co.
Bangalore -56003

We welcome you to RPAR family and wish you a rewarding career over the years to come. Yours sincerely,

Pramod R Hegde

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your name

Location

APPENDIX 1

ADDENDUM TO EMPLOYMENT LETTER

I, Shruthi do hereby acknowledge and confirm the following:

- (1) I am accepting employment with RPAR & Co , effective from_____. Now, as per the presents below, I agree to the terms herein, and acknowledge that this is a material condition of my employment with RPAR & Co
- (2) I may be required, on behalf of RPAR & Co , to provide services to, or solicit business from, various clients of RPAR & CO (each such client hereinafter refered to as a "Customer").
- (3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with RPAR & Co for any reason, I will not:
 - a. accept any offer of employment from any Customer, where I had worked in an official capacity with that customer in the twelve (12) months immediately preceding the termination of my employment with RPAR & Co;
 - b. accept any offer of employment from a Competitor of RPAR & Co, if my employment with such Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with RPAR & Co.

Place: _____ Employee Signature:
Date: _____ Employee Name:
Employee Number:

Sign your name