

LETTER OF OFFER

Private & Confidential



Date: 21-Aug-2025

To  
**Mr. Sathiyamoorthy S**  
17/1 Kalathu Medu Street , Virudampattu  
Vellore TN 632006

Dear Sathiyamoorthy,

We are pleased to offer you the position of **Medical Representative Executive** with MMH Global(India) Private Limited.

This offer of employment is conditional on being wholly satisfied with all the pre-employment checks. In the event the below conditions are not satisfied, at the absolute discretion of MMH, the contract will be deemed terminated with no liability to either party.

The pre-employment checks include:

- Medical assessment (which can include drug and alcohol tests)
- Reference checks
- Psychometric tests (optional)
- Other Background checks including criminal and conviction checks.
- Vaccination certificate (Covid-19) as mandated by the government and the company's policy

We have also relied on the information provided by you either in writing or verbally at the interviews being true and accurate. If you have provided any incorrect, misleading, or incomplete information, you may be subject to disciplinary action up to and including termination of your employment.

The terms of our offer are as follows:

**1. Remuneration**

Your salary, the total cost to the company (CTC) will be Rs. 10,00,000/- (Rupees Ten Lakhs only) Per Annum. The salary details are given below.

Salary break-up		
	Rs.	
	Monthly	Annual
Basic	31,808	3,81,696
HRA	19,875	2,38,500
Child Educational Allowance	200	2,400
Special Allowance*	29,651	3,55,812
PF Employer	1,800	21,600
ESI Employer	-	-
CTC( Cost to Company)	83,334	10,00,008

\* Special allowance includes Car allowance Rs.3300 per month

**MMH Global (India) Private Limited**  
(formerly Medtech India Pvt. Ltd.)

Ground Floor, Admin Block, Elnet Software City, Rajiv Gandhi Road, Taramani  
Chennai - 600 113, INDIA ☎ + 91 44 4343 8600 ✉ admin@mmhglobal.com  
GSTIN : 33AAFCM5050N1ZD, CIN : U72900TN2008PTC066872

## Duties and Responsibilities

Your reporting relationship, general duties, principal accountabilities, and other duties are set out in Schedule-1 of this Letter of Offer.

### **3. Commencement of Duties**

Your employment will commence on **21-Aug-2025** and you will be subject to a probation period of 6 months, during this period the company will undertake an evaluation of your performance.

### **4. Contract of Employment**

Upon joining the company, a formal Employment Agreement will be required to be signed. In the event of any inconsistencies between this letter of offer and the Employment Agreement, the terms of the Employment Agreement will prevail.

### **5. Normal Working Hours**

Core working hours are 40 hours per week. The normal working hours are between 8:00 am to 5:00 pm Monday to Friday with a one-hour break. However, the working hours may vary depending on the business needs.

### **6. Leave Entitlements**

#### **Annual Leave**

You will be entitled to 15 days annual leave per annum in accordance with the provisions of the relevant Indian Labour Laws as applicable from time to time. Annual leave shall be taken within the 12 months following the entitlement having accrued, and in consultation with an agreement by the company, without detriment to the business. Annual leave will accrue at 1.25 days per month.

#### **Sick Leave**

From the date of joining the company, special leave of up to 12 days (per annum) will be granted as sick leave on ordinary pay, provided medical evidence of incapacity is produced by you. Sick leave will accrue at the rate of 1 days per month.

#### **Parental / Maternity Leave**

Maternity leave will be taken as per the relevant Indian maternity laws as applicable from time to time. Paternity leave of 3 days will be provided by the company. You are required to submit a leave request before taking leave with the approval of your Team Head. Saturdays, Sundays and Public Holidays are counted between your leave (unless you take leave on loss of pay). The leave request should be submitted, and the approval obtained before the 25<sup>th</sup> of each month to avoid any loss of pay.

### **7. Out of Pocket Expenses**

Preapproved out of pocket expenses, reasonably incurred in the normal course of conducting the company's business, will be reimbursed by the company in accordance with the company's established procedures.

### **8. General Requirements**

- a. You will observe all company rules and regulations and will devote your full-time during business hours to promote the best interests of the company and carry out duties specified in your job description or other duties arranged by your manager relevant to your position.
- b. During the continuance of your employment, or anytime thereafter, you may not disclose to any person information concerning the affairs of the company including to its clients, servants, associates and/or agents without the specific written authority of a director of the company.

### 9. Documents to Submit

You will submit the following at the time of joining the company:

- Photocopy of your passport, your birth certificate or equivalent, your educational certificates and a copy of your PAN card.
- Experience Certificate / Relieving letter from your previous employer.
- Pre-employment Medical Check-up Report from a competent and currently registered medical practitioner.
- Last three months' payslip or bank account statement where salary deposited in the previous company as proof of your salary.
- 3 Passport Size Photos of yourself.
- Vaccination certificate (Covid-19) as mandated by the government and the company's policy.

### 10. Termination of Employment

- During the Probationary Period, your employment may be terminated by you by providing 2 weeks' notice or appropriate pay in lieu of notice. During this period the company may terminate this agreement by giving you two Weeks' notice of termination.
- Following successful completion of the Probationary Period, you may terminate employment after serving the agreed three Months' notice period. The company may terminate employment by giving you three months' notice. The Company may pay appropriate pay in lieu of notice and the same will be at the sole discretion of the company.
- The employee is aware that the company would be spending substantial amount of money and time on account of the training for you. Hence employee assures the employer that he/she will serve the company for a minimum period of 3 years after the completion of probation period.
- The company may also terminate employment forthwith without notice in the event of background verification found to be not in accordance with the company law.
- Annual leave cannot be utilised to offset notice, except at the option of the company.
- The company may also terminate employment forthwith without notice in the event of wilful neglect or breach of any terms of employment or of any instructions of any Director of the company, or your (in the sole opinion of the company) becoming guilty of serious misconduct, in the event of a crime involving fraud, dishonesty or violence, without any compensation.
- This is an important and responsible position, and we believe you have the capabilities to make a success of the role. Please confirm your acceptance of the appointment by signing and returning a copy of this letter to me.

Thank you,  
For MMH Global(India) Private Limited

Reena Bose   
Chief Financial Officer (CFO)  
**Agreed & Accepted**

**Acceptance by Name**

I, Sathya Moorthy - S, accept this offer and confirm my joining date on 21/08/2025

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## Schedule 1

*Position* : **Medical Representative Executive**  
*Reporting to* : **Rama Kumble**

### **Role – Purpose and Scope**

This role reports to the CTO. The purpose of the role is to primarily manage the product functionalities of the MMH products and solutions; and continually evaluate competitors and products to ensure that MMH addresses current market needs and/or opportunities.

- Reach out to doctors via phone and schedule in-person appointments
- Visit clinics and hospitals, wait patiently for doctors to become available
- Deliver structured and engaging product demonstrations to doctors and staff
- Explain the benefits and use-cases of our healthcare technology solution
- Follow up consistently and provide clarifications until the doctor is confident to adopt the product
- Maintain a record of visits, feedback, and queries
- Travel extensively within and occasionally outside the city as required
- Build trust through consistency, humility, and professionalism