



MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

07.01.2019

Mr. Satheesh M
No-168, Billakuppam (Village)
S.R Kandigai (Post), Gummidipoondi Taulk
Thiruvallur District - 601201.

Dear Satheesh,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Supervisor - Production in our Company, in the MA1 grade with effect from 07.01.2019, on the following terms and conditions:

SALARY & PERKS

1. Basic Salary - Rs.3150/- per month.
2. House Rent Allowance - Rs.1575/- per month.
3. Conveyance Allowance - Rs.1600/- per month.
4. Educational Allowance - Rs.200/- per month.
5. MRF Allowance - Rs.14417/- per month.

Annual Payments:

- a) LTA Rs.10500/- once in a block of two calendar years.
- b) Bonus as applicable.

Other Perks:

- a) Group Medical Insurance Coverage for self, spouse and dependent children.
- b) Group Personal Accident Insurance coverage for self.
- c) Employee's Compensation as applicable.
- d) ESI as applicable.

Retiral Benefits:

- a) Contributory Provident Fund @ 12% of the Basic Salary.
- b) Gratuity as per Company's scheme.

Continued page 2..



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:2:

TERMS & CONDITIONS OF THE APPOINTMENT

1. You will be on probation for a period of twelve months, which may be extended at the Company's sole discretion.
2. You will be presently attached to our Production Department at Tiruvottiyur Plant. However, the Company reserves the right to transfer you, at any time, to such places and such positions as it may deem necessary without assigning any reason/ without any increase in the salary. You will be governed by the rules, regulations and office orders as applicable to the unit in which you will be working.
3. Your appointment is based on the information provided by you regarding your personal data, experience, qualification, remuneration etc. and shall be considered null and void, if the information provided by you is found to be incorrect.
4. While in service, you will devote your whole attention and time to the business and affairs of the Company. At no time will you evince interest in or be engaged in (directly or indirectly) in any other trade, business or serve any other person, firm or company during your employment with the Company.
5. Any lawful orders, directions and instructions as given to you from time to time by the Company or its authorized person or persons, will be promptly and efficiently obeyed by you.
6. Your job entails you being exposed to the trade/ business secrets and such other processes of the Company, you shall ensure that you will not disclose any information relating to the Company, its business and operations to any unauthorised person, firm or company and / or utilize such information, whatsoever either during the currency or after termination of employment. You shall safeguard the interest of the Company at all times in this regard.
7. You will be governed by the rules, regulations and office orders of the Company as are in force at present, or as may be introduced or amended or extended from time to time which shall be considered part and parcel of this appointment letter.
8. You will keep or cause to be kept all files, documents, records, goods received at your end (for your use, custody, care or charge) in your official capacity and shall always be held responsible for the safe keeping and return in good condition of all such property of the Company against receipt at the time of cessation of your employment or as and when demanded by the authorized representative of the Company.
9. You shall not accept any gifts, favours and/ or borrow money from any person, firm or Company connected or associated with the Company whether as an employee or business associate or dealer or customer, actual or potential.
10. When required by the Company, you will have to submit yourself at any time for medical examination by a Medical Officer authorized by the Company. If the Medical Officer certifies you as unfit for the job, the Company can terminate your services.

Continued Page 3..



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:3:

11. You shall at all times keep the Company informed in writing of your present or acquired relatives/ family members having a job directly or indirectly with any of our competitors or acquiring a dealership or any business or trade connected with the business of the Company or its subsidiaries during the tenure of your employment with us.
12. You are prohibited from carrying on same or similar business or associating yourself with any one directly or indirectly in competition with the Company during the tenure of employment with us and/ or till such time you are availing any pre/ post retirement benefits from the Company.
13. Should you be found guilty at any time of neglect of work, sexual harassment of women colleagues at work place, insubordination, indulgence or abetment of any misconduct involving moral turpitude, or breach of any of the terms and conditions of your appointment, or commit any act which in the sole opinion of the Company is or is likely to be detrimental to its image, interest or subversive of discipline, the company shall take disciplinary action including termination of your appointment without notice.
14. Your appointment will remain probationary until it is confirmed in writing as permanent, but no undertaking is given that you will be appointed as permanent member of our staff. During the period of probation, your services can be terminated without notice and assigning any reason thereto.
15. In accordance with the practice of our Company, we request you to treat the terms of employment as strictly confidential.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours sincerely,
for MRF Limited,

John Stephen
Authorised Signatory



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27.04.2019

Mr. Satheesh M
Pers.No.618294
Production
Tiruvottiyur Plant.

Dear Satheesh,

Ref: Your resignation letter dated 25.04.2019.

Your resignation is accepted and you are relieved from the services of the Company with effect from 27.04.2019.

Please get in touch with our Accounts Department for settlement of your dues, if any.

Yours faithfully,
for MRF Limited,

K J Joseph
Deputy General Manager - HR



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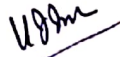
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27.04.2019

SERVICE CERTIFICATE

Name : Satheesh M
Designation on relieving : Supervisor - Production
Location : Tiruvottiyur Plant
Period of employment : 07.01.2019 to 27.04.2019
Attendance : Regular
Conduct : Good
Reason for leaving : Resigned

for MRF LIMITED,


K J Joseph
Deputy General Manager -
Human Resources & Services.