

Date: **November 15, 2023**

Dear **Mohamed Afrath**

Sub: Offer of Appointment

Further to our discussion we are pleased to offer you the position of **Client Partner** at **Access Healthcare Services Private Limited ("Company")**, located at **Access Healthcare (HQ) , A9, First Main Road, Ambattur Industrial Estate, Ambattur, Chennai-600058**, on the following terms and conditions:

a) Compensation: You will be paid a salary of **Rs.4,33,000/- per annum**. Salary is computed on a Cost to Company basis and the same is outlined in the attached annexure.

Appointment letter will be issued to you on the date of joining (**15-Nov-2023**).

You may be required to work from office or work from home, based on Company's instructions from time to time for any reasons whatsoever. Accordingly, you shall ensure that you have in place necessary facilities including, but not limited to, broadband internet connection, network coverage, adequate workspace etc., at all times throughout your employment association with the Company.

b) You will be eligible for the benefits of leave, Provident Fund, Gratuity, etc., in accordance with the applicable laws and the rules of the Company.

c) You will be required to execute Standard Terms and Conditions of your employment and other related Agreements, upon you joining the Company.

d) The certificates and the documents produced by you will be subjected to verifications and in case of any discrepancies found during the scrutiny of the documents, the offer/employment extended by the Company shall stand automatically withdrawn.

e) This Offer is valid until **15-Nov-2023** or for a period extended solely at the discretion of the Company, which would be communicated to you in writing through e-mail. If you do not join the Company within the dates specified above, then the offer shall automatically stand cancelled.

f) This offer letter and/or subsequent employment relationship between the Company and You, can be revoked/terminated by the Company forthwith, at any time, due to any reasons whatsoever, so long as the reason for such revocation/termination is not statutorily prohibited, unreasonable or otherwise unlawful".

Kindly confirm your acceptance of the offer and the joining date by responding back to this e-mail before 11 am tomorrow.

We welcome you and we are confident that you will contribute in building Access Healthcare Services Private Limited into a world-class organization.

Sincerely,

For Access Healthcare Services Private Limited

Authorised Signatory

I accept this offer and the terms and conditions attached.

.....

Signature of the Candidate

Encl.:

1. Remuneration Details and other benefits.
2. List of Documents to be submitted.

Annexure - I

COMPENSATION DETAILS		
NAME	MOHAMED AFRATH	
DESIGNATION	CLIENT PARTNER	
	Per Month	Per Annum
A Salary Components		
Basic	14,433	1,73,200
Dearness Allowance	0	0
House Rent Allowance	7,217	86,600
Conveyance Allowance	1,600	19,200
SDA	0	0
Statutory bonus	2,128	25,536
Special Allowance	7,010	84,120
Gross(A)	32,388	3,88,656
Benefit		
PF - Company contribution	1,800	21,600
ESI (Employer)	0	0
Retention Incentive	1,202	14,424
Gratuity	693	8,316
Total(B)	3,695	44,340
Cost to Company (A+B)	36,083	4,32,996

You are entitled to the following additional benefits, as applicable:

1. Floating Medical Insurance:

- Married Employees: Floating medical insurance coverage of Rs.1,00,000/- per annum for self and maximum of three dependent coverage, which includes spouse and two children.
- Unmarried Employees: Floating medical insurance coverage of Rs.1,00,000/- per annum for self and dependent parents.

2. Personal Accident Insurance: Round the clock financial protection in case of an accident anywhere in India for self only. Coverage limit: Rs.1,00,000/-

3. Provident Fund: Effective September 1st, 2014 - Provident Fund (PF) scheme has been amended to increase the threshold of the wages for being eligible to benefits under the Provident fund Scheme to Rs.15,000/-. If your basic salary is above Rs.15,000/- PF contribution shall be at Rs.1,800/- per month and if your basic salary is less than Rs.15,000/- then PF shall be arrived at 12% of your gross salary (excluding HRA). Employer and Employee's PF contribution forms part of your salary structure mentioned above and is payable as per Employees Provident Fund Act, 1952.

4. Change in statutory contributions:

Any changes in the rate of statutory contribution, on account of statutory increase or decrease in the take home

salary, shall be adjusted within the employee's salary.

LIST OF DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING

On the date of joining, it is **mandatory** for you to submit the photocopies of the following documents (Please do bring the original testimonials for verification purpose):

- a) Educational Certificates (Original & Xerox Attested Copies) and mark-sheets.(Class 10th /equivalent onwards)
- b) Relieving Letter / Accepted Copy of the Resignation from Previous Employer
- c) Experience Certificate from the previous employer.
- d) Proof of last salary drawn (Copy of salary Certificate / Salary Slip)
- e) Passport size photographs (3 nos.)
- f) Copy of Aadhar card for Address Proof & ID Proof documents.

Annexure - II

1. **BTO:** I understand that, in the position I have been offered at Access Healthcare, I am expected to work from within the assigned delivery centre(s) of Access Healthcare, and there will be no option given to work from home or any other remote location.
2. **Schedule adherence – Shift timing:** I have been made aware of, and will follow, the specific shift timings assigned for my work, and I understand that no change will be granted in the shift except based on business requirements.
3. **Performance:** I understand that I need to meet performance targets.
4. **Dual employment:** I confirm that I am currently not employed with any other organization. I am aware of the dual employment clause mentioned in the employment agreement.
5. **Proxy declaration:** I confirm that I personally attended the interview with Access Healthcare leading to the offer of this position, without taking any undue assistance or support from any other party.
6. **Out of boundary:** I am aware of the Nodal Point for the pick-up and drop facility, based on the location of my residence, and I have accepted the same. I understand that transport facility will not be provided for out of boundary limits.
7. **No leaves during training:** I understand that I should avoid taking leaves during the training period barring leaves for emergency which are duly approved per process.
8. **Non-disclosure of compensation:** I understand that my compensation amount and details are to be kept confidential in all respects, and I shall not discuss them with my colleagues or any individual outside the organization.