

acurus

Acurus Solutions Private Limited

No. 6 & 7, Mayor Sivaraj Street, Royapettah, Chennai - 600 014.
Phone: +91 44 43053025

23 May 2023

To,

Mr. Louis Raj C,
S/O. Christy Jothiraj,
No: 7, Chandraprabhu Colony,
Ponniamman Medu, Chennai- 600110.
Aadhaar Card No: 8102 1231 5331
Mobile No: +91 6374728533

Dear Louis Raj C,

Welcome to Acurus Solutions Private Limited ("Acurus" / "Company"). We are very selective in whom we bring on as members of this family and you were chosen from among several candidates. We are looking forward to working with you and we are very certain that you will be a key contributor to Acurus growth. In turn your career will blossom.

Acurus' environment is what each one of us creates. We are hopeful that you will make this culture one of hard work, results oriented, professional and yet a fun place to work.

We are glad to offer you the appointment in our Company as "**Manager- AR**" in the **Revenue Cycle Management Department** under following terms and conditions.

Employment agreement

Your employment with the Company will commence from your actual and effective date of joining the Company "**02 Aug 2023**" in Acurus Office at Mayor Sivaraj St, Balaji Nagar, Royapettah, Chennai, Tamil Nadu 600014, subject to completion of all joining formalities. You will also be required to enter into an Appointment Letter with the Company on the Date of Joining. Till such time as the employment agreement is fully executed by you, no relationship (employment, contractual or otherwise) will exist between the parties.

If there are any conflicts between this offer and the Appointment Letter, the Appointment Letter applies.

CTC

Your total Cost to the Company shall be Rs. 10,80,000 /-(**Rupees Ten Lakhs Eighty Thousand only**) per annum.

Transfer

Your services are liable to be transferred at any time to any other function or department / section or location of the Company or to any of our group or subsidiary companies or to any shift on a short/long term basis that may be found necessary. Your refusal to accept the same will amount to gross misconduct and the management may take action, as it may deem fit.

Probation

You will be under probation for a period of 6 months from the date of joining. This period is liable to be extended for further period/periods.

Employment

Your appointment shall be subject to termination on either side by giving one month notice in writing during the probation period and two months thereafter. The Company cannot be made liable to pay any dues after your last working day.

If you are found guilty or charged of any criminal offence or any other legal proceedings are pending against you, you may be dismissed from your service without any notice. The Company shall not be made liable to pay any dues thereafter.

Confidential

At Acurus, we are dealing with confidential patient data. This requires that all employees have to sign an undertaking on non-disclosure, HIPAA and confidentiality agreements.

At the time of joining, we request you to submit copies of following documents:

- 5 passport size photographs.
- One copy of Certificate in support of your Age
- One copy each of your current residence address as proof, permanent and local
- One copy of Certificate(s)/Mark sheet(s) in support of your qualification(s)
- One Copies of your PAN CARD
- One copy of your Aadhaar Card.
- One Copy of valid Passport, if available
- One copy of the Relieving letter from your previous Organization
- Copies of Salary Certificate(s) / Slip for the last three month

It will be your responsibility to ensure that the information on salary, bonus etc are kept strictly confidential and should not be disclosed to anybody within or outside the Company.

Background verification and employee representations

This offer is conditional on confirmation that you are legally authorized to work in your position on your start date and at all times thereafter, verification of your background information and a satisfactory reference check. In the event the Company is not satisfied with the results of the background / reference checks conducted on you, it will be entitled to withdraw this offer and/or to terminate your employment forthwith. If at any time the Company learns of any misrepresentations, falsifications, or material omissions made by a job candidate or employee in providing information related to background check to the Company, the Company may rescind an offer of employment or terminate the employee from employment in accordance with the employment agreement and applicable laws.

Again welcome and let us make Acurus the preferred employer for other bright, young talented individuals like you.

Please acknowledge this email/letter as acceptance of the terms and conditions within 3 working days, failing which the offer shall stand withdrawn without assigning any notice. Also, the Company reserves the right to withdraw this offer at its sole discretion at any time prior to the Date of Joining with due communication to you.

For Acurus Solutions Private Limited



Authorized Signatory