

PRIVATE & CONFIDENTIAL

Ref: TF/Appt./0621/TF0101
Dated: 23rd June 2021

Ms. Akansha Topani
Address: 4-Da-3, Housing Board,
Shastri Nagar, Jaipur-302016

Subject: Letter of Appointment

Dear Akansha,

TransFunnel Consulting Pvt. Ltd., G-305, Jungfrau Block, Alpine Eco Apartments, Off Marathalli Old Airport Rd, Bangalore-Karnataka-560037 (hereinafter referred to as the Employer) is pleased to inform you that subsequent to the Preliminary Offer Letter dated 15th June 2021 issued to you, we hereby appoint you as **Management Trainee** with effect from **22nd June 2021** on the following terms and conditions:

1.EMPLOYMENT:

The Employer, legally known as **TransFunnel Consulting Pvt. Ltd.** hereby engage you as an employee and you accept such employment with the Company from the date mentioned hereinabove and contingent to the terms and conditions of your employment as mentioned below:

2.PLACE OF POSTING:

Your place of posting will be at Address: Ground floor, 91, Ganesh Marg, Surya Nagar, Gopal Pura Mode, Jaipur, Rajasthan 302015

3. DATE OF BIRTH:

The date of birth declared by you is **04-04-1999** and you will be bound by such date of birth in all service and working conditions with the Company.

Head Office:
TransFunnel Consulting Pvt. Ltd.
CoWrks, RMZ Infinity, Ground Floor,

Branch Office:
TransFunnel Consulting Pvt. Ltd.
#91, Ganesh Marg, Surya Nagar,

Contact:
+91 900860 1781
support@transfunnel.com

4. REMUNERATION:

You will be paid an annual remuneration of **Rs. 6,00,000 CTC** (Cost to Company) which includes Salary, Allowances, and statutory coverage, the details of which are available in the attached Annexure. All forms of compensation referred to in this Annexure are subject to deduction of applicable tax at source as per Income Tax Act/Rules. You are always expected to maintain confidentiality of your salary information during your employment with us.

5. PROBATION:

- (a) You will be on probation for a period of **two** months or such extended period as may be decided by the Employer based on your performance.
- (b) During the probation period the Employer reserves the right to terminate your services without notice, compensation or assigning any reason.
- (c) During the probation period if you decide to leave the services, there would be no notice required.

6. CONFIRMATION:

- (a) On satisfactory completion of probation or any extension thereof, you will be confirmed in the services of the Company in writing. Unless and until you receive a letter of confirmation, you will be deemed to be on probation.
- (b) After confirmation, your services would be liable to be terminated by the company by giving one month's notice in writing or payment in lieu of notice on disciplinary or nonperformance issues. In case you decide to leave the company's service, you will be required to give 45 days' notice in writing along with payment towards liquidity damages.

7. WORKING HOURS:

According to the business requirements of overseas clients, the organization has been running multiple shifts, which includes night shift also and you agree to serve in any of the shifts within the applicable shift hours, including breaks as and when required.

8. DOCUMENTS:

You will have to submit attested copy of all documents in support of your qualifications, experience and last salary drawn along with two recent passport size photographs at the time of joining.

9. PROFESSIONAL ETHICS & CONFIDENTIALITY:

- (a) In the event, during your tenure of service at any time, it is found or revealed that any declaration given or furnished by you to the Company prove to be false or if you are found to have willfully suppressed any material information, in such a case, your services are liable to be terminated without any notice or any compensation thereof.
- (b) While you are in the services of the company, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the company and will not divulge to any person or utilize any of the company's business secrets or other related information (which you may possess by reason of your association with the company) outside the company. In case you undergo or plan to undergo any further studies, examination or certificate course from any board, university or institution, you shall take prior permission from the company before enrolling in any such studies, examination or certificate course and this will be in the sole discretion of the company.
- (c) You shall also not disclose any information about your remuneration with any other member of the Company as part of Company's confidential policy.
- (d) You will not at any time without the consent of the Functional Head or any other nominated representative of the company, disclose or divulge or make public except on legal obligations any information regarding the company's affairs or administration research carried out whether the same may be confined to you or become known in the course of your service or otherwise.

10. TRANSFER:

You are liable to be transferred or seconded to other departments, divisions, locations with the company or any of the Group Company in India. Any such transfer or secondment will not break your period of employment with the company. You must, therefore, be prepared at any time to undertake duties (other than or in addition to those for which you are engaged) at any such location which the company may require you from time to time.

11. MONITORING POLICY:

Please note that the emails sent / received in your PC may be monitored from time to time, for the purposes of identifying any non-compliance with company policies or applicable laws. If such monitoring discloses any breaches of any laws or company policies disciplinary action may follow, including dismissal from the services of the company.

12. INTELLECTUAL PROPERTY:

- (a) To the extent the Indian copyright laws or the laws of any jurisdiction bound to recognize rights of copyright, author's rights, or any similar other rights so permit, all services rendered by you hereunder, and the work product resulting from same, are and shall be deemed to be performed by you as works made during the course of your employment with the company and are and shall be the sole and exclusive property of the company.
- (b) To the extent such laws or any rule of law does not so permit, then you expressly agree to assign to the company any and all rights, title, and interest which the company has or hereafter acquires in such services and work product, including without limitation, any and all rights to copyrights, trademarks, and trade secrets thereto.
- (c) You also agree that all inventions and intellectual property generated or conceived or reduced to practice or learned by you, either alone or jointly with others, during your employment with the company and hereafter, shall be the sole property of the company and its assigns and the company and its assigns shall be the sole owner of all patent applications and all patents issued in connection therewith, provided however, that such inventions in any way result from or relate to tasks assigned to you during your employment at the company or which result from or relate to tasks, projects or products being conducted or made within the company about which you obtained substantial knowledge during your employment with the company.
- (d) You hereby assign to the company all rights, title and interest the term "Inventions" shall mean invention and/or discoveries, and shall include without limitation, any of the following as applicable: all original works of authorship, discoveries, developments, designs, improvements, inventions, formulae, processes, techniques, computer programs, strategies, trade secrets specific computer related, or telecommunications related know how and data.
- (e) The term "Intellectual Property" includes ideas, concepts, creations, discoveries, inventions, improvements, know how, trade secrets; trademarks, service marks, designs, utility models, tools, devices, models, methods, procedures, processes, systems, principles, algorithms, work of authorship, flowcharts, drawings, books, papers, models, sketches, formulas, teaching techniques, electronic codes, proprietary techniques, research projects, and other confidential and proprietary information, computer programming code, databases, software programs including their source code; data, documents, instruction manuals, records, memoranda, notes, user guides; in either printed or machine-readable form, whether or not copyrightable or patentable, or any written or verbal instructions or comments.

13. TERMINATION OF EMPLOYMENT:

The Company may terminate your services for "Breach of any Code of Conduct" with immediate effect, without giving any notice or any compensation of whatsoever nature to you. The Code of Conduct shall be deemed as having been breached by any or all the following:

- (a) Conviction by, or entry of a plea of guilty in a court of competent and final jurisdiction for any crime involving moral turpitude or punishable by imprisonment.

- (b) Commission of an act of fraud, whether prior to or after the date of employment.
- (c) Continuing, repeated and willful failure or refusal to perform agreed duties in the company.
- (d) Gross negligence, insubordination, or violation of any duty of loyalty to the company.

14. GENERAL:

- (a) **Working hours:** You may be required to work in night shifts and/or in extended working hours, as per business requirements and as permitted by law.
- (b) **Mobility:** TransFunnel Consulting reserves the right to transfer/ utilize your services at any of its offices, work sites, or associate company in India, or outside India, on the terms and conditions as applicable to you at the time of transfer.
- (c) **Increments and Promotions:** Your performance and contribution to the employer will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on Company's' Compensation & Promotion Policy.
- (d) **Alternative Employment:** As a whole time, associate of TransFunnel Consulting, you are not permitted to undertake any other business, assume any public office, honorary or remunerative, without the written permission of Company.
- (e) **Rules & Regulations:** Your appointment will be governed by the policies, rules, regulations, practices, processes, and procedures of TransFunnel Consulting as applicable to you and the changes therein from time to time.
- (f) **Change of Address:** You will keep us informed of any change in your residential address and other contact details.
- (g) **Abandonment & Automatic Termination:** Absence for a continuous period of three days (including absence when leave though applied for but not granted) and when overstayed for a period of 3 days and above would make you lose your lien on the service and the same shall automatically come to an end without any notice or intimation.
- (h) **Leave:** You will be eligible for 18 days Paid/Earned Leave (1.5 leave per month), 12 Public Holidays (including 2 optional holidays) during a calendar year. The eligibility criteria and other leave rules are available in the relevant Policy.
- (i) **Retirement:** You will be automatically retired on attaining the age of 60 years. An extension may, however, be given at the sole discretion of the management. You may be retired earlier if found medically unfit.
- (j) **Code of Conduct:** You will observe and obey the "Code of Conduct" of the organisation, which is in force as of date or may come into force in future, from time to time.

The company reserves the right to alter your terms and conditions of employment at any time, including your duties and responsibilities.

The company will expect you to work in the section/department in which you are placed with a high standard of initiative, efficiency, and economy.

Please send us an acknowledgement in the form of below mentioned declaration to this letter as a token of, you, having accepted the terms and conditions stated above.

Best Regards,

Taruna Solanki

HR Manager

TransFunnel Consulting Pvt. Ltd.

Authorised Signatory

Kapil Arora,

CEO-TransFunnel Consulting

TransFunnel Consulting Pvt. Ltd.

Salary Details - Annexure 1

Employee Name	Akansha Topani
Designation	Management Trainee
Date of Joining	22-June-2021

Total CTC	INR 3,00,000
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S.No.	Components	Rupees Per Month
A	Monthly CTC	25000
1	Basic	13500
2	House Rent Allowance	7125
3	Conveyance Allowance	2620
	Gross Salary	23245

B	Retirement Benefits (per month)	
1	Employer Contribution to PF (Inclusive in Gross)	1620
2	Employee Contribution to PF	1620
3	ESIC Contribution (Employer + Employee)	0
4	Other Applicable Charges	135
C	Variable Annual Pay (if any)	
1	Performance Linked Bonus (Annual)	0
D	Net Salary in Hand	21625

Note:

1. Performance Linked Bonus up to INR 3.0 LPA shall be payable subject to performance review and as per Company Policy.
2. Income Tax shall be applicable on the CTC as per Income Tax Rules

DECLARATION BY THE EMPLOYEE

I have read and understood all the terms and conditions of the Appointment Letter #TF/Appt./0621/TF0101, accept the Salary as per Annexure 1 and agree to abide by the same.

Name of the Employee: _____

Dated: _____

Head Office:
TransFunnel Consulting Pvt. Ltd.
CoWrks, RMZ Infinity, Ground Floor,
No.3, Old Madras Road, Bennianahalli,

Branch Office:
TransFunnel Consulting Pvt. Ltd.
#91, Ganesh Marg. Surya Nagar,
Gopal Pura Mode, Jaipur - 302015,

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+91 900 860 1781
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