

## Letter of Offer

*Strictly Private and Confidential*

22-Sep-2022

**Snehal Ghategasti**

Dear Snehal,

With reference to your application and the subsequent discussions you had with us, we are pleased to extend this offer of employment to you. This is only an offer letter and is contingent upon you clearing the background verification, reference checks and also on certification of your medical fitness.

Upon your acceptance of the offer letter and your appointment with the Company, you shall be designated as **Customer Care Executive** at **Officer** grade based at **PANAJI**. Your per annum fixed **Cost To Company (CTC)** ( inclusive of all statutory payments ) shall be **Rs. 240000/- p.a. (Rupees Two Lakh Forty Thousand Only)**. This CTC will be subject to review based on your performance and other criteria's, as may be decided by the company from time to time.

You may be entitled to a performance based variable incentive plan/bonus, depending on your performance as well as the overall performance of the Company. This incentive plan/bonus is however subject to necessary approvals and sanctions by the management of the Company

All amounts payable to you are subject to deduction of Taxes, Cess , Charges, Levies and other contributions that may be applicable from time to time and required to be made under the existing laws.

You shall be under probation for a period of six months from your joining date, and subject to your performance, the Company may confirm your appointment, upon such additional terms and conditions, as may be required.

Your date of joining will not be later than **29-Sep-2022**.

You shall receive your Appointment Letter detailing the terms and conditions of your appointment. Upon first login to the Company's interface – "Adrenalin", you shall be bound by the terms and conditions of your appointment, internal policies of the Company, process and procedures, code of conduct and confidential norms as may be applicable from time to time. You are required to complete Online Induction and

Classification: Class B

**IIFL Finance Limited (Formerly known as "IIFL Holdings Limited")**

CIN: L67100MH1995PLC093797

Regd. Office: IIFL House, Sun Infotech Park, Road No. 16V, Plot No. B-23, Thane Industrial Area, Wagle Estate, Thane - 400 604

Tel: (91-22) 3929 4000 • Fax: (91-22) 2580 6654

Corporate Office: 802, 8<sup>th</sup> Floor, Hub Town Solaris, N.S. Phadke Marg, Vijay Nagar, Andheri East, Mumbai - 400 069

Tel: (91-22) 6788 1000 • Fax: (91-22) 6788 1010 • E-mail: reach@iifl.com • Website: www.iifl.com

Mandatory Modules within 30 days from date of joining. This is to be strictly adhered to and followed as an organizational and compliance mandate.

This offer letter is confidential and you agree and undertake to keep this letter of offer and the contents thereof confidential. All the information shared with you at the time of interview regarding the Company and its Group is confidential and shall be kept confidential.

Kindly confirm your affirmation by signing a duplicate copy of this letter and return a copy of this letter within seven (7) days of the date of offer, failing which this offer shall stand withdrawn.

We look forward to your working with us and to make our Company a most preferred employer in financial services industry.

Kindly carry this offer letter along on your day of joining.

Thanking you,

Yours faithfully,

**For IIFL**



**Richa Chatterjee**  
**Human Resources**

I have read and understood the above terms and conditions of the offer and hereby accept the offer.

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**Snehal Ghatagasti**

**Date:**

## **ANNEXURE A**

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**Documents to be submitted at the time of joining:**

1. Four Passport size colored photographs in formal attire.
2. Two Professional References (Name, Designation, Contact No, Address)
3. Email address of the previous employer.
4. A copy of the qualification certificates and other certificates (like NCFM, IRDA etc)
5. A copy of past experience certificate along with the last 2 months pay-slips
6. A copy of the salary certificate or Form - 16 of previous organization.
7. A copy of the Photo ID (Driving license / Passport / Voter's ID / Adhaar)
8. Medical / Fitness certificate issued by a Doctor or a pathological laboratory.
9. A copy of the Pan card.
10. UID (Adhaar Number)

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