

Date:- 21 June 2024

Ref: HR/CH/Rajnandgaon/JLG Business-CRO/SMPL/FY 2024-25

Offer Letter

Dear Laxminarayan

This has reference to your application for employment with Svasti Microfinance Private Limited ("Svasti") and the subsequent discussions that you had with us. Accordingly, we are pleased to offer you employment in our organization at the position of **Customer Relationship Officer**.

On joining Svasti you will be entitled to the following remuneration:

1. Your remuneration will be as per Annexure - A.

You will be on a probation period for three (3) month from the date of joining. Please note that Svasti reserves the right to extend your probation till such time as Svasti deems fit.

This offer is made based on the current salary structure of our Company that is subject to revision in accordance with Svasti's policies from time to time.

At the time of joining you will be required to submit copies of all the mentioned documents,

- (a) Education certificates
- (b) Date of birth proof
- (c) Aadhaar card
- (d) PAN card
- (e) Relieving letter with No Dues pending (In case of past experience),
- (f) Last company salary slip. (In case of past experience),
- (g) Residence address proof
- (h) 3 Passport size Photo.

A detailed appointment letter containing the terms and conditions of your employment with the Company will be handed over to you on the date you join our organization. You will be required to join our organization 1 July 2024 failing which, this offer may, at our discretion, be treated as withdrawn and no more valid.

Svasti Microfinance Private Limited.
Registered Office - 6, First Floor, First Street, Tiger Varadachari Road, Kalakshetra Colony, Besant Nagar, Chennai - 600 090, Tamil Nadu, India

Corporate Office - 502, 5th Floor, Opal Square, Wagle Estate, Thane (West) - 400064

Phone - +9122- 25694977 | Email- info@Svasti.in
Website- www.svasti.in | GSTIN- 27AAACE2124L1Z1 | CIN- U65922TN1995PTC030293



Please sign the office copy of this Offer Letter and return it to us as a token of your acceptance of the offer.

A handwritten signature in black ink, appearing to read "Narayan Bhaskar".

For, Svasti Microfinance Private Limited
Narayan Bhaskar
Vice President - Human Resource & Admin

(Acceptance of the Applicant)

Date: _____

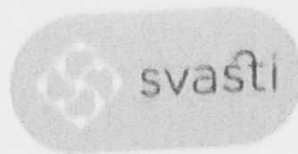
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**Incentive Component:**

- Incentive component mentioned is the maximum performance incentive payable as per company policy. The actual incentive paid may defer.

Other Deductions:

- Income tax deductions have not been included in the salary structure and will be at the prevailing rates
- Professional tax deduction is Rs. 2500/- for the full year. Therefore Rs. 200/- is deducted every month and in the month of February the amount deducted is Rs. 300/-
- The Employee's and Employer's contribution of PF will be deducted from the Employee's fixed salary

Other benefits/ reimbursements include:

- As per company policy the Mediclaim insurance is applicable for the employee, spouse and 2 dependent children. The sum insured is up to INR. 2,50,000
- Local travel/ fuel reimbursements and Mobile phone (Company sim) shall be provided to the employee as per Company policy.
- All aspects of employment/ leave/ salary/ bonus/ benefits/ reimbursements are subject to the policies of the Company from time to time.

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