

Hoonartek Email Signature Policy

V2.0

Approved By: - Nishant Shukla, Head HR, Hoonar Tekwurks Private Limited

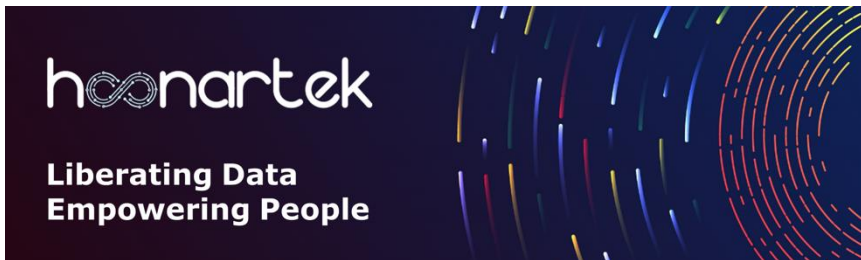
Date: – 14-Jun-24

Hoonartek Email Signature Policy

For new emails, replies to standard format to be applied.

Regards,

(Name of employee) | (Designation) @ Hoonartek
c: +91 (mobile number) | e: (Hoonartek email id)
o: G03 Pentagon Tower 4, Magarpatta City, Pune, India 13



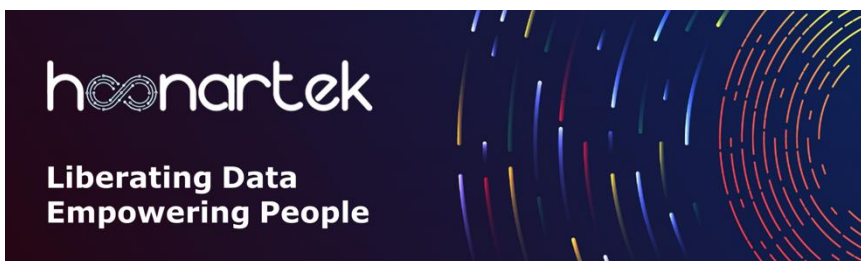
Hoonartek is the world's leading data solutions company. Founded in 2010, we've helped more than 200 enterprises successfully leverage data and insights to drive transformation, create innovative business models, and generate new monetisation avenues.

Font Size – 11

Font – Arial

EXAMPLE

Nishat Shukla | VP - Human Resources @ Hoonartek
c: +91 7744063926 | e: nishant.shukla@hoonartek.com
o: G03 Pentagon Tower 4, Magarpatta City, Pune, India 13



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Document Version History

Version No.	Description	Date	Approved By
0.1	First Release – Initial draft of the document for management review and approval	1-Nov-15	
1.0	Second Release – Final document after review and approval for circulation and implementation	02-Nov-15	Kavita Tengshe
1.1	Third Release – in example Azim details added	3-Mar-17	Kavita Tengshe
1.2	Fourth Release – in example Nishant details added	11-Oct-17	Nishant Shukla
1.3	Fifth Release – Change in signature format	2-Jan-18	Nishant Shukla
1.4	Sixth Release – Change in signature format	2-Jan-19	Nishant Shukla
1.5	Seventh Release – Company name changed from LLP to Private Limited	30-Jul-21	Nishant Shukla
1.6	Eighth Release – Change in signature format	6-Sep-21	Nishant Shukla
1.7	Ninth Release – update in logo	2-Sep-22	Nishant Shukla
1.8	Tenth Release – change in format & font	5-Jun-23	Nishant Shukla
1.9	Eleventh Release – removed embedded URLs	28-Dec-23	Nishant Shukla
2.0	Twelfth Release - Update in company logo based on branding guidelines from Top Management	14-Jun-24	Nishant Shukla

Document Review History

Version No.	Review Comments	Review Date	Reviewed By
0.1	First Review – No change suggested. Document signed off for implementation	2-Nov-15	Kavita Tengshe
1.0	Second Review - in example Azim details added	2-Mar-17	Kavita Tengshe
1.1	Third Review - in example Nishant details added	10-Oct-17	Nishant Shukla
1.2	Fourth Review - Change in signature format	1-Jan-18	Nishant Shukla
1.3	Fifth Review - Change in signature format	1-Jan-19	Nishant Shukla
1.4	Sixth Review - Company name changed from LLP to Private Limited	29-Jul-21	Nishant Shukla
1.5	Seventh Review - Change in signature format	5-Sep-21	Nishant Shukla
1.6	Eighth Review - update in logo	1-Sep-22	Nishant Shukla
1.7	Ninth Review - change in format & font	4-Jun-23	Nishant Shukla
1.8	Tenth Review - removed embedded URLs	27-Dec-23	Nishant Shukla
1.9	Eleventh Review - Update in company logo based on branding guidelines from Top Management	13-Jun-24	Nishant Shukla