

27-Mar-2024

Arpan Goyal

V-297 Arvind Nagar Ghonda, Delhi-110053

Subject: Offer letter for the position of Associate Engineer (“Offer Letter”)

Dear Arpan,

We are pleased to offer you a full-time position of employment with United Airlines Business Services Private Limited, a private limited company having its registered address at 507 Bhikaiji Cama Bhawan, Bhikaiji Cama Place, New Delhi - 110066 India and corporate office at 11th Floor Tower D, Cyber Greens, DLF Phase-III, Gurgaon, Haryana - 122002 (hereinafter “**United**” or “**Company**” or “**we**” or “**us**” or “**our**”) as **Associate Engineer** (“**Position**”) at our office located in Gurgaon.

This offer and your employment with the Company are subject to you being agreeable to all the terms and conditions of this Offer Letter, a successful background check (including but not limited to verification of your application materials, address, court database and employment history), satisfactory reference being received, and you being medically fit at the time of joining the Company. Your employment is also contingent upon your ability to work for the Company without restriction (i.e., you do not have any non-compete obligations or other restrictive clauses with any previous employer). The terms and conditions of this offer of employment are as set out below:

1. **Joining Date:** As per this Offer Letter and as agreed upon mutually, you will report to work on **01-Jul-2024** (“**Joining Date**”). Your employment with the Company will commence only if you report for duty on the Joining Date (or, such other date as may be communicated to you by the Company). In the event you do not comply with the Joining Date requirement, your employment with the Company may stand withdrawn.
2. **Submission of documents:** As a part of your joining formalities, you are required to sign and submit a copy of this Offer Letter to us via e-mail within **7 days** of receipt of this Offer Letter and submit the same by hand on the Joining Date for purposes including security clearance and background verification. Company may require you to provide additional information or documentation to supplement the requested documents any time after your Joining Date, which will be considered a part of information provided by you as part of your joining formalities. Company reserves the right to withdraw this offer at its sole discretion if you fail to provide all or any of the documentation requested (within the relevant time period) and/or if it does not receive satisfactory feedback on background verification and/or reference checks which has been consented to by you.
3. **Employment agreement:** On completion of formalities contained in this Offer Letter, you are required to execute an employment agreement with the Company on the Joining Date, which will contain detailed terms and conditions of your employment with the Company. In addition to the employment agreement, Company policies (including the Company’s charter documents, any written agreement executed with the Company, and all internal rules, regulations, policies, procedures, handbooks and guidelines in relation to employee personal and professional conduct including United Inc.’s ‘Working Together Guidelines’ and other relevant rules, regulations, or policies, howsoever termed) to the extent applicable to you, will govern the terms of your employment with the Company.

4. **Probation and training:** Unless otherwise provided by the Company, you will be on a probation for such period from the Joining Date as provided in your employment agreement, during which your employment may be terminated at any time with immediate effect by United without providing cause or any notice or notice pay in lieu thereof. You may be required to successfully undergo all job-training requirements according to the Company's business needs.
5. **Duties:** Details of roles and responsibilities associated with your Position will be provided in your employment agreement. In addition to normal responsibilities/duties associated with your Position, you may also be assigned other duties as deemed fit and proper by the Company. Your Position, including any/all of your duties, responsibilities and functions associated with your Position and/or your reporting requirements and/or your positions may be altered by the Company, from time to time, as per its business needs.
6. **Compensation:** Subject to execution of your employment agreement in the manner as set out in this Offer Letter, you will receive an annual compensation of **INR 850,000** (subject to applicable taxes and withholdings) for services rendered by you to the Company. See attached **Annexure 1** of this Offer Letter for further details of your compensation. In addition to the compensation, details of other incentives and benefits of the Company that you may be eligible for will be set out in the employment agreement.
7. **Hours of work, work schedule, benefits:** Your full-time working hours and work schedule as per your Position and other conditions of employment will be as per terms of your employment agreement and Company policies. You will be entitled to benefits as per the Company's policies as updated from time to time and implemented by the Company. Amongst other Company benefits, you and your eligible dependents (as specified by the Company) will be offered coverage under a medical insurance plan, which may change from time to time. Eligibility for the medical insurance plan may be subject to the medical insurance plan requirements. You and your eligible dependents will be subject to premium, co-pay or deductible costs as applicable.
8. **Leaves:** Subject to local law requirements, terms of your employment agreement and other applicable Company policies, you will be entitled to **18** days of leaves as annual leaves which may be carried forward to the subsequent calendar year, subject to applicable caps. You will also be entitled to other paid leaves in accordance with Company policies.
9. **Location:** Your place of posting at present will be at Gurgaon but you may be transferred from one post to another, from one department to another, from one place to another, from one shift to another and from one unit/establishment/branch to another belonging to or managed/operated by the Company's management or its associates/affiliates of United (in India or overseas), depending on United's business needs and requirements.
10. **Confidentiality, ownership and assignment of inventions:** You agree that the terms and conditions contained in this Offer Letter are confidential and cannot be disclosed to any person or third party. During your employment with the Company, you may be required to execute such documents including assignment agreements as provided under applicable laws for transfer to the Company of all and any worldwide right, title and interest in and to any and all inventions and all proprietary rights with respect thereto, made or conceived or reduced to practice or learned by you during your continued employment with the Company.


11. **Employee Representations:** You hereby represent and warrant to the Company that you have the right to enter into, consent to and execute the terms and conditions under this Offer Letter.

By signing below, you accept these terms and agree to furnish United or its designated representative with all required documentation, information and assistance required for completing your joining formalities and your employment with United. In the event that any documentation/information provided as per Clause 2 (*Submission of documents*) is false or inaccurate, the Company reserves the right to, at its sole discretion, terminate this Offer Letter immediately.

We take this opportunity to welcome you to our Company and further wish you a long and happy association with us.

Should you have any queries in relation to this Offer Letter, please contact the undersigned at mohit.verma@united.com or alternatively on +91 124 4544901.

For United Airlines Business Services Private Limited

Signed  _____
Name Daniel Joseph

Date 27-Mar-2024

EMPLOYEE ACCEPTANCE

I, **Arpan Goyal**, hereby confirm that I have read the terms and conditions set out in the Offer Letter and accept the employment offer on these terms and conditions. I confirm that I will report to work on **01-Jul-2024**.

Signed _____

Date _____

Name _____

ANNEXURE 1

COMPENSATION

Compensation Structure		
	Per month	Per annum
Basic Salary	INR 35,417	INR 425,000
Conveyance Allowance	INR 6,000	INR 72,000
Employer's Contribution to Provident Fund	INR 4,250	INR 51,000
Flexible Benefit Plan (payable monthly/annually depending on benefit type selected)		INR 302,000
Cost to the Company		INR 850,000
Flexible Benefit Plan (can be individualized) *House Rent Allowance Leave Travel allowance Children Education Allowance Hostel Allowance Meal Coupons Cost of Mobile Handset Telephone Expense Reimbursement Special Allowance * <i>HRA structuring allowed at 40% or 50% of Basic Salary</i>		
Note: 1) Above is a generic structure for Flexible Benefit Plan. Employees have flexibility to allocate specific amounts to Flexible benefit plan components to be able to avail income tax benefit within the prescribed limits as set out under the payroll guidelines. The actual take home salary depends on employee's tax planning and employer and employee Provident Fund contribution. 2) All salary components are paid pro-rata based on the date of joining. 3) Provident Fund - this is the employer contribution to the fund maintained by government authority as prescribed under law. There shall be an equal deduction from the employee's take home. 4) There will be a statutory deduction of INR 31 from employees take home towards the Haryana Labor Welfare Fund (LWF).		