

**Date: 02-02-2024**

**To,  
Ravina Shedge**

**Offer Letter**

Dear **Ravina**,

With reference to your application & subsequent interview we had with you, we are pleased to offer you the position of **Relationship Officer** in our organization. Please find attached the compensation annexure for your offer (**Annexure-I**). You are expected to join us on or before **01 Jan, 2024**. The offer will be void if you fail to join the organization on the said date, unless the extended date of joining is mutually agreed by both parties in writing.

Initially, you will be on probation for a period of 3 months. On Successful completion of your probation period based on your performance, your services will be a deemed confirmation until company provides a written communication to you on non-confirmation of your services in the organization.

The offer letter is valid subject to:

1. Acceptable feedback from your professional references,
2. Proof of resignation from current employer,
3. Relieving letter from previous employer within 45 days of joining,
4. Submission of following certificate / documents:
5. Copy of Education / Qualification Certificates (As mentioned in the CV)
6. Proof of Date of Birth
7. Address Proof Document
8. Photo ID for Self
9. Experience & Relieving letter from previous employer
10. Passport Size photograph of self – 03 no's

Formal appointment letter will be issued to you on joining the organization and shall be governed as per the company policy.

Kindly sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer. Alternatively, you may contact your Reporting Manager, **Geeta Manchadi ( [geeta.manchadi@creditonepayments.com](mailto:geeta.manchadi@creditonepayments.com) )**, for any queries.

Yours truly,

**For Incio Fintech Pvt Ltd,**

**Authorised Signatory**

**02-02-2024**

**Annexure I - Compensation Structure**

Name	Ravina Shedge
Designation	Relationship Officer
Department	D2C
Location	Mumbai
Annual CTC (Cost to Company)	INR 1,98,000.00 (INR One Lakh Ninety Eight Thousand)

EARNINGS (PART - A)	MONTHLY (INR)	YEARLY (INR)
Basic	8,250.00	99,000.00
HRA	4,125.00	49,500.00
Conveyance Allowance	1,600.00	19,200.00
Special Allowance	2,525.00	30,300.00
<b>TOTAL SALARY (A)</b>	<b>16,500.00</b>	<b>1,98,000.00</b>

**For Incio Fintech Pvt Ltd,**

**Authorised Signatory**

## **Annexure II - Terms and Conditions of Employment**

### **1. EMPLOYMENT**

You will work solely under the control, direction and supervision of Credit One Payment Solutions Private Limited ('the Company' or 'Credit One') and in accordance with the policies, rules and guidelines of the Company. You will perform the duties and exercise the powers which the Company may assign to you from time to time.

### **2. REMUNERATION**

#### **2.1 Compensation**

The details of your remuneration are provided above - Annexure I. The gross remuneration is subject to statutory income tax and other taxes, as applicable.

#### **2.2 Individual Income Tax**

The Company shall deduct the applicable individual income tax payable at source and make payment of the same. The Company shall furnish you with necessary certificates and any other documents evidencing the payment of this tax to the authorities as may be required by law.

### **3. HOURS OF WORK**

Your normal hours of work shall be as per Company policy, and you shall be entitled to public holidays, weekly offs as stipulated by the Indian Government and is defined in the Company policy. Depending on organizational needs you may be required to work more than the normal working hours without additional payment.

### **4. ANNUAL LEAVE**

You will be entitled to annual paid leave as per the Company Leave Policy.

### **5. TRAVEL COSTS**

Traveling and conveyance costs for business purpose will be refunded according to the Company Policy. Furthermore, the Company will refund to you all expenses made in fulfilling your duties according to the Company's regulations.

### **6. PROBATION**

You will be on probation for a period of 3 months from the date of joining. Other terms of the contract remains the same during the probation period.

### **7. OTHER BENEFITS AND ALLOWANCES**

You may be entitled to the other benefits and allowances as may be decided by the Company from time to time and details of the same shall be communicated accordingly.

### **8. NON SOLICIT AND NON COMPETE, NON DISCLOSURE**

You solemnly agree as part of your employment contract that you will not solicit any work and will maintain confidentiality of the information that you will have access to during your course of employment. You agree that at no time during the term of your employment with the Company will you engage in any business activity which is competitive with the Company nor work for any company which competes with the Company.

During the term of your employment, and for a period of one (1) year immediately thereafter, you agree not to solicit any employee or independent contractor of the Company on behalf of any other business enterprise, nor shall you induce any employee or independent contractor associated with the Company to terminate or breach an employment, contractual or other relationship with the Company.

For a period of one (1) year following the termination of your employment and your relationship with the Company, you shall not, directly or indirectly, disclose to any person, firm or corporation the names or addresses of any of the customers or clients of the Company or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any customer of the Company on whom you have called or with whom you became acquainted during the term of your employment, as the direct or indirect result of your employment with the Company.

The Employee acknowledges that in the course of performing services for the Employer, the Employee will obtain knowledge of the Employer's business plans, products, processes, software, know-how, trade secrets, formulas, methods, models, prototypes, discoveries, inventions, improvements, disclosures, names and positions of employees and/or other proprietary and/or confidential information (collectively the Confidential Information). The Employee agrees to keep the Confidential Information secret and confidential and not to publish, disclose or divulge to any other party, and the Employee agrees not to use any of the Confidential Information for the Employee's own benefit or to the detriment of the Employer without the prior written consent of the Employer, whether or not such Confidential Information was discovered or developed by the Employee. The Employee also agrees not to divulge, publish or use any

proprietary and/or

confidential information of others that the Employer is obligated to maintain in confidence.

## **9. EXTRAMURAL ACTIVITIES**

During the continuance of your Employment you shall devote your whole time and attention, ability and energy during your contractual employment to the business of the Company and shall use your best endeavours to promote its interest and welfare at all time.

The acceptance of extramural activities such as part-time jobs and honorary posts will only be permitted as long as they do not conflict with the interests of the Company. Prior approval from the Company will be required.

You may not without prior discussion and without the consent of the Company publish any book, article or other material or contribute to any magazine, journal or any other publication or participate as a speaker in any seminar, conference or other like engagement.

## **10. CONFIDENTIALITY**

You shall not at any time, either during or after the period of your employment in the Company under this Agreement, disclose to any person whomsoever any secret of the Company or any information relating to the Company and its business or its customers or any of the Company's trade secrets. You are obliged to ensure that all business and Company operational documentation is safeguarded and that said documentation is returned to the Company on expiration or termination of this Agreement.

## **11. RESIGNATION**

Should you wish to leave the Company yourself, a notice period of **1 Month** is required. The company reserves the right to relieve you from your duties on successful handover of your duties, information and other necessary details.

Should you fail to serve your notice period and / or fail to handover your duties to the successor, the company shall have the right to recover salary in lieu of your notice.

No leaves are allowed during the notice period. Leaves availed during the notice period will be considered as unpaid leave.

The company will provide you the full and final settlement working in one month from the end of the month in which your employment with the Company ends.

## **12. TERMINATION**

Your employment under this Agreement may be terminated on account of non-performance of your duties. The company reserves the right to permit you to come to duties during this period or service the notice period without attending office. In this, the company will continue to pay your salary during the notice period.

Your employment under this Agreement may be terminated at any time forthwith and without any pay in lieu of notice before the expiration of the aforesaid period if you are guilty of any serious misconduct / or found to be in violation of Para 8 of this Agreement or of any serious and/or continuing breach of your obligations under this Agreement. No leaves are allowed during the notice period. Leaves availed during the notice period will be considered a unpaid s leave. The company will provide you the full and final settlement working in one month from the end of the month in which your employment with the Company ends.

## **13. SETTLEMENT OF DISPUTES**

Any dispute or controversy arising out of or in relation to this Agreement shall be settled between you and the Company by referring the matter to arbitration under the provisions of the (Indian) Arbitration and Conciliation Act, 1996. The matter shall be referred to a sole arbitrator appointed by the Company, who shall be entitled to dispense with hearings and conduct a documents only fast track arbitration. The venue of the arbitration shall be at Mumbai. The arbitration shall be conducted in English.

## **14. PARTIAL INVALIDITY**

If any provision of this Agreement with you shall become invalid, illegal or of no effect or shall be materially modified as the result of a decision, judgment, or decree of any governmental regulations or agency or any court or tribunal of competent jurisdiction, the remaining part of this Agreement shall remain unaffected and enforceable.

## **15. FINAL PROVISIONS**

This Agreement is to be performed in and out of India and shall be governed and subject to the Laws of India and subject to you and your family receiving the appropriate residence and work permits. Furthermore, all Company rules, regulations and policies which may be amended from time to time, will be treated as incorporated herein.

Any changes, which do not negatively affect your contractual rights and obligations, will become part of your contract as soon as you have been informed of these changes.

No variation of this contract will be binding on either party unless committed to writing and signed by both parties hereto. The rights and obligations set out in this Agreement shall be treated as confidential.

Please signify your acceptance of the above-mentioned terms and conditions by signing and returning the enclosed copies of the Agreement.

Yours sincerely,

**For Incio Fintech Pvt Ltd**

**Authorised Signatory**

**Accepted By:**

**Name: Ravina Shedge**

**Signature:**

02-02-2024