

UBA/HCM/REC/HO/030717/001826

July 05, 2017

Bakare Tawakalitu Titilayo
28, Ibidun Street, Ojuelegba,
Lagos,
Nigeria.

Dear Tawakalitu ,

OFFER OF EMPLOYMENT

Following your satisfactory performance during your extant contract with the bank, we are pleased to offer you employment as Executive Trainee 1 effective June 01, 2017 under the following terms and conditions:

Your annual remuneration shall be a base pay of N2,055,000.00 subject to all statutory deductions. Details of your remuneration are attached to this document.

By this offer, the extant contract is hereby abrogated and the following terms shall apply forthwith:

Work hours: 7:30am to 4:30pm with a one hour lunch break

Annual Leave: 22 working days. Staff leave in the year of entry is calculated as a proportion of completed calendar months service. Employee's Annual Leave days are to be fully utilized in the course of the due year. Unutilized leave days shall be forfeited except with strong and acceptable business reason. Payment in lieu shall be made for any leave days outstanding at the point of exit but will be calculated and accrued for, as at when determined using the relevant remuneration components of the applicable grade level.

Medical: Medical Insurance Cover in line with the Bank's policy

Life Insurance: Group Life Assurance Cover

Pension: The Bank operates a contributory pension scheme in line with the extant Pension Act of the Federal Republic of Nigeria. The employee and employer's contributions are 8% and 10% respectively of basic, housing and transport allowances.

Loans / Advances: Immediate entitlement/access to loans including mortgage and advances in line with the Bank's policy as may be reviewed from time to time. Deduction of indebtedness or liability shall commence the next pay day. All outstanding loans/advances are subject to deduction from your terminal benefits at the point of exit.

Dress code: See attached

Probation/Termination

Your employment will not be subject to the mandatory probationary period as the period of your contract engagement with the bank has served as the probationary period. To end this employment relationship, either party shall be required to give 30 days notice or pay one month basic salary in lieu of the notice.

Your attention is drawn to the Bank's Disciplinary Policy, Rules and Procedure. In cases involving gross misconduct, you may be summarily dismissed and in such instances, you will not be entitled to a notice period or to payment in lieu of notice and may be prosecuted depending on the magnitude of the infraction. Where the bank suffers financial loss as a result of your action or inaction, the Bank reserves the right to demand reparation from you and your guarantors.

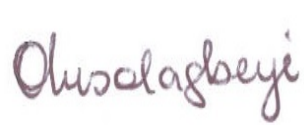
Other terms and Conditions

Your employment shall be governed by the Bank's policies and procedures as contained in the UBA Employee Handbook as may be amended from time to time.

If the above terms and conditions are acceptable to you, please affix N50 postage stamp and sign across. This offer becomes invalid if your acceptance is not received within a week from the date on this letter.

We thank you for your services based on the previous contract and welcome you anew to United Bank For Africa Plc.

Yours faithfully,
For: UNITED BANK FOR AFRICA PLC



Olusola Agbeyei
Recruitment Co-ord & Admin



Adebayo Odeyale
Head HR Operations & Shared
Services

NB:
Kindly note that this offer is subject to the positive report from the
Central Bank of Nigeria in line with regulatory requirements.

Executive Trainee 1

I _____ accept the offer of
employment, the terms and conditions and will resume for work on
_____.

_____	_____	_____
Name	Signature	Date
	<small>(Affix N50 postage stamp here)</small>	

BREAKDOWN OF ANNUAL COMPENSATION

DESCRIPTION	FREQUENCY	AMOUNT
BASIC SALARY	PER ANNUM	430,354.57
RENT	PER ANNUM	239,750.00
TRANSPORT	PER ANNUM	137,000.00
FURNITURE	PER ANNUM	72,610.00
UTILITY	PER ANNUM	57,540.00
ENTERTAINMENT	PER ANNUM	41,100.00
EDUCATION	PER ANNUM	72,610.00
DRESSING	PER ANNUM	54,800.00
LUNCH	PER ANNUM	47,950.00
LEAVE ALLOWANCE	PER ANNUM	51,642.55
13TH MTH	PAYABLE YEARLY IN ARREARS	35,862.88
TOTAL PAYROLL	.	1,241,220.00
TELEPHONE	PER ANNUM	68,500.00
HSE MAINTENANCE	PER ANNUM	98,640.00
CAR MAINTENANCE	PER ANNUM	98,640.00
PASSAGE	PER ANNUM	548,000.00
TOTAL REIMBURSABLE	.	813,780.00
TOTAL COMPENSATION	.	2,055,000.00

Dress Code

- *Monday to Thursday* - Formal Attire Only
- *Friday* - Formal Attire, Business Casual or Traditional Attire
- *Frontline Staff* are required to wear the UBA branded uniform from Monday to Friday.
- *ID Cards and Lapel Pins* should be worn at all times.
- *Name Tags* should be worn at all times by Operations staff in the business offices.

Men:

Suits - Plain and Pin-Stripe in Navy Blue, Black and Dark Gray

Shirts - White and Sky blue (Plain Checked or Pin-Stripe)

Shoes - Black or Dark Brown

Belts - Black or Dark Brown

Ladies:

Suits & Dresses – Black, Navy Blue, Royal Blue, Grey, Red, Burgundy, Teal, Brown (Including Dark Brown, Beige or Tan) and Green (excluding Lemon Green)

Shirts, Blouses & Camisoles

- Collared shirts/blouses, either long sleeved or short sleeved.
- Camisoles, sleeveless shirts or blouses must be worn under a jacket.
- Camisoles with logos and inscriptions, floral and bold prints are not allowed.
- Glowing, glittery and fluorescent colours (e.g. Lemon Green) are not allowed.

Shoes – Dress heel, open toe, closed toe, closed heel, wedges, high heel sandals and sling back are allowed in Black, Navy Blue, Red, Burgundy, Grey and Brown (Including Dark Brown, Beige or Tan).

Note: Please refer to the dress code policy for full details