

ORDERFILLERS LIMITED

August 15, 2022

Olugbamila Temitope Favour  
20, Olaniji Street, Julie Estate,  
Oregon, Ikeja,  
Lagos State.

Dear Temitope,

LETTER OF APPOINTMENT (FINANCE OFFICER)

With reference to your application letter and the subsequent discussion you had in our office regarding employment, we are pleased to offer you an appointment with the company as a FINANCE OFFICER effective September 1, 2022 subject to the receipt of a favorable response from your referees on the following terms & conditions:

You will be expected to perform all tasks related to the above position and other duties that may be assigned to you from time to time. This contract may be renewed for further periods subject to the management's discretion.

Remuneration:

Annual Gross: N3,624,408 (Three Million, Six Hundred and Twenty Four Thousand, Four Hundred and Eight Naira Only)

Monthly Gross: N302,034 (Three Hundred and Two Thousand Naira, Thirty Four Naira Only) (Please note that above amount is subject to all statutory deductions)

Mandatory Documents for Contract:

You shall present the following mandatory documents at least within three days of signing of the contract agreement.

- a) Two references letters with their Names, home addresses, Occupation, Age, Phone number and Email Address attesting to your good character.
- b) Two guarantors; your guarantor must be of reputable personality accepting to vouch for you, which must be different from your references. Note that your guarantors' identification which must be international passport, Drivers' license or National I.D and (1) passport photograph should be attached to the guarantor's form.
- c) Provision of Doctor's report certifying of your fitness for employment from a designated Hospital.
- d) Ten passport Photograph (Black and White background on official wear)
- e) Photocopies of all supporting credentials/documents such as secondary, higher qualification results etc. Original copies must be presented for sighting.
- f) Application letter and Curriculum Vitae.
- g) Photocopy of current UTILITY bill showing the address of where you live.

Guarantee:

A security deposit (15% of your basic salary) will be deducted from your monthly salary for six months and refunded when you decide to leave ONLY if you give one (1) month's notice.

Place of Engagement and Transfer

Any person engaged by the company shall be required to work at any place within the Federal Republic of Nigeria or anywhere within Orderfillers Limited where the company requires such services

Misconduct:

If at any time you are found guilty of any misconduct such as; but not limited to refusal to comply with orders/instructions; disclosure of company confidential information; accused of a criminal offense; conduct yourself in a manner likely to bring the company name into disrepute or be incapable of performing your duties to the satisfaction of the company, or any other conduct amounting to misconduct; you will be liable to summary dismissal.

All tools relevant for the smooth performance of your duties as determined by the company will be provided.

Termination:

The appointment may be terminated by either party at any time, giving to the other, one (1) month notice in writing or payment of one month's salary in lieu of notice. Where one-month notice is not given; one-month salary in lieu and security deposit of the employee will be withheld by the company.

Consent:

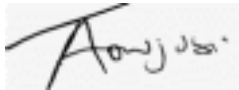
I willingly agree to feature in Orderfillers' media/promotional materials in the course of my employment. I hereby give my consent for the use by the company of my image, picture and voice for the said materials.

I further state that I shall at no time whether during or after my employment with Orderfiller Limited seek any claims (either financial or otherwise) against Orderfiller Limited for the use of my image, picture, or voice in the said media/promotional materials.

Acceptance:

If the above terms and conditions are acceptable to you, kindly sign the endorsement at the foot of the enclosed copy of this letter and return the same to us as soon as possible.

Yours faithfully,  
For: ORDERFILLERS NIGERIA LIMITED

A handwritten signature in black ink, appearing to read 'A. Ogunjobi', is shown within a light gray rectangular box.

Ogunjobi Tolulope  
Human Resources Manager

Cc: Personnel file

ENDORSEMENT

I----- have read and understood the terms of  
employment and hereby accept all the terms and conditions contained therein.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_