



UNILAG Microfinance Bank Ltd.
...empowering town and gown.



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UNILAG Microfinance Bank
University of Lagos, Akoka,

3rd February, 2025

ABDULBASIT ADEBAJO

Ibadan,
Oyo State,
Nigeria.

Dear Abdulbasit,

OFFER OF EMPLOYMENT

We are pleased to offer you an appointment as an Executive Trainee – Information Technology in Unilag Microfinance Bank with effect from February 3, 2025.

In that capacity, you will report to the Head of Information Technology, who shall make your schedule of duties available to you on resumption.

The following terms and conditions are applicable to you as an employee of Unilag Microfinance Bank

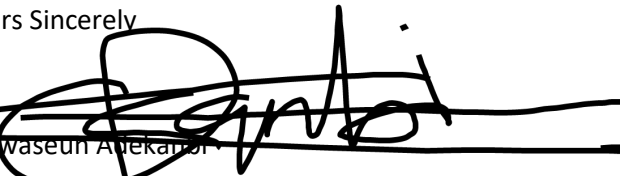
- (i) The appointment is subject to satisfactory references and other routine verification.
- (ii) The appointment is full-time, and you will be required to devote yourself fully to your duties.
- (iii) Normal working hours for the organization is 8.00a.m to 5.00p.m. These hours are subject to alteration from time to time as may be necessary
- (iv) (iv) You will be on probation and on-the-job- evaluation for a period of Six (6) Months. During that period, the appointment may be terminated by either party, by Two (2) Weeks' written notice or payment of Two (2) Weeks' salary in lieu of notice.
- (v) Confirmation of your appointment after the probationary period of Six (6) Months shall be subject to satisfactory performance of your duties. The appointment may thereafter be terminated by either party by One (1) Month written notice or payment of One (1) Month's salary in lieu of notice.
- (vi) The Organization reserves the right to transfer you to any other Department or Branch when the need arises.
- (vii) Tax & Pension - Pay As You Earn (PAYE) tax will be deducted from your salary and remitted to the Revenue Authorities on a monthly basis. Contributory pension scheme for employees as stated by the Nigerian Pensions Reform Act
- (viii) Other Entitlements: Upon being in the employment of the Company for a continuous period of 6 (Six) months, you will be entitled to HMO and 13th month salary payable at the end of December.
- (ix) Performance – The Organization operates a performance driven environment. Consequently, your performance shall be reviewed on a Quarterly basis.
- (x) Your Total Net pay will be #150,000 (One Hundred and Fifty Thousand Naira Only) per month.

- (xi) Confidentiality – You shall be required to sign the confidentiality clause in line with the organization's policy.
- (xii) Mobility Clause – Your employment may require you to work in any part/unit within the organization.
- (xiii) Code of Conduct/Ethical Standard – Your employment shall be governed by the organization's code of conduct, rules, regulations, and policies as shall be advised from time to time.
- (xiv) Intellectual Property- All intellectual property and rights attaching to the same, created by you arising out of or in connection with or in the course of your employment shall be owned by the organization. By signing this contract, you agree to assign or grant Unilag Microfinance Bank a perpetual, irrevocable, royal-free and unrestricted right to use, modify, transfer and maintain any such intellectual property and agree to do all such things and execute all such documents as may be lawfully required, to fully vest any such intellectual property in Unilag Microfinance Bank.

If these terms and conditions are acceptable to you, please indicate so by completing the Acceptance Form and acknowledging receipt of this letter on the duplicate attached and return same to the Human Resources Department. Please also attach a statement of any loan(s) or other indebtedness due to your present employers and/or to others.

Accept my congratulations and we look forward to working with you.

Yours Sincerely



Oluwaseun Adekanbi

Managing Director

To Accept this Job Offer

Sign and date this Employment Contract as indicated below:

Acceptance of Job Offer

I have read and understood the terms and conditions of this Employment Contract. I accept this offer on same terms by appending my signature below

Name : _____

Signature: _____ Date: _____