



Appointment Letter

Employee ID: 110181

Dear Veena S,

Welcome to **Marlabs**. We are pleased to invite you on board and are confident that you will be an integral part of the team that aspires to make Marlabs a force to reckon with.

At Marlabs, we believe that integrity, teamwork and fair play are necessary ingredients for success and promote a culture that encourages creativity and excellence. We will provide you an environment to sharpen your all-round skills and help you mature into a versatile, respected and successful individual.

We believe that you will always act in the best interests of the company and welcome any suggestions from you to improve the quality of work life at Marlabs.

You will be designated as Senior Software Engineer

At the discretion of the company you will be required to work out of any location where Marlabs has its office. Also based on business requirements you may be assigned to work on rotational basis with no additional allowance.

All other terms and conditions of employment will be applicable as mentioned in the Employment Agreement and company policy.

This Letter of Appointment outlines the general terms of your employment with Marlabs.

We take this opportunity to welcome you to Marlabs and we are confident that you will have a rewarding career with us

For **Marlabs Innovations Private Limited**,

Anish Philip
Chief Human Resources Officer

Effective Date/Grade

Effective Date January 04, 2022

Grade B2

Monthly Pay Components

Basic	20,781
HRA	8,312
Leave Travel Allowance	1,731
Statutory Bonus	3,100
Personal Pay	17,064
Telephone Allowance	1,500
Food Allowance	2,200
Monthly Gross Salary	54,688

Monthly Benefits

PF (Employer)	2,494
Gratuity	1,000
GMC & GPA Insurance	1,193

Annual Compensation

Annual Fixed	712,500
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Dear Veena S,

The details of your compensation package are enclosed.

Your salary is inclusive of **Basic Salary, House Rent Allowance (HRA), Transport Allowance, Leave Travel Allowance, Medical Allowance, Statutory Bonus and a Personal Pay component**; as applicable.

In addition; if applicable; you will be eligible for **Reimbursements** as per details enclosed. The **Reimbursements** could be configured to your convenience - each individual item and the corresponding maximum limits are mentioned. All the **Reimbursements** must be claimed against bills / vouchers / receipts.

All Reimbursements are subject to the prevailing Income Tax laws.

Once the compensation package is consolidated as per your recommendations, no changes shall be allowed until the end of the current financial year (31st March), unless there is a revision in your compensation. Any unclaimed Reimbursements can be carried forward (to the next month) but not beyond the end of the financial year (31st March). The balance unclaimed Reimbursements shall be reimbursed as **Personal Pay** at the end of the financial year.

Income Tax will be **deducted** at Source (TDS) in accordance with the prevailing Income Tax laws. If you plan to invest or have invested in, any Tax Saving instruments, you are requested to declare the same by submitting the details of your investments on the GreyT portal (our payroll portal) upon receipt of the login credentials from our payroll partner (Tapasya).

Your Salary is also subject to Provident Fund (PF), Employee State Insurance (ESI), Professional Tax (PT) deductions, as per the prevailing laws. The Management reserves the right to change/revise or restructure the compensation package mentioned herein.

Please remember that Compensation is strictly personal and confidential, and we strongly urge you to refrain from sharing this information with others.

The Letter of employment is being given on the premise that the documents submitted are true. In the event, if there has been a misrepresentation of facts, the letter of employment shall be withdrawn with immediate effect.

For **Marlabs Innovations Private Limited**,


Authorized Signatory

Annual PLI	37,500
Annual CTC	750,000