

UBA/HCM/HRBP/NO/22042022/005

April 22, 2022

Ayokunle Omotayo

4, Biliaminu Akinsanya Street,
Nnpc Ejigbo,
Lagos.

Dear Ayokunle,

OFFER OF EMPLOYMENT

We are pleased to offer you employment as **Senior Executive Trainee** effective April 15, 2022 under the following terms and conditions:

Your annual remuneration shall be **N5,871,534.04** subject to all statutory deductions. Please see attached detail.

In addition, the following shall apply:

Place of Work: Your place of assumption of duty is our Head Office, Lagos, however the Bank reserves the right to require you to work at or from any other locations within UBA Group. Exigency of work may compel the need for you to serve in other functional capacities and or go on inter-group transfers in a new location.

Work hours: 7:30a.m. to 4:30p.m. 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. 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

United Bank for Africa Plc. RC No. 2457 UBA House, 57 Marina, Lagos

Tony O. Elumelu CON (Group Chairman), Amb. Joseph Keshi OON (Vice-Chairman), Kennedy Uzoka (GMD/CEO),
Executive Directors: Dan Okeke, Uche Ike, Chukwuma Nweke, Oliver Alawuba, Ayoku Liadi, Ibrahim Puri,
Chiugo Ndubisi, Non-Executive Directors: Owanari Duke, Samuel Oni FCA, Angela Aneke,
Ereli Angela Adebayo, Abdulkadir J. Bella, Kayode Fasola, Aisha Hassan-Baba



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:	Entitlement to loans and advances shall be in line with the Bank's policy as may be reviewed from time to time. Deduction of indebtedness or liability shall commence the next payday. Loans and advances at concessional staff rates shall cease at the point of exit. All outstanding loans/advances are subject to deduction from your terminal benefits at the point of exit.
Dress code:	See attached

Probation/Termination

You will be employed on a probationary basis for an initial period of six months. If at the end of that period your performance is considered satisfactory, you will receive confirmation of your appointment in writing.

During the probationary period, termination of appointment by either party will be subject to two (2) weeks' notice in writing and in the case of a default, a payment of two (2) weeks basic salary in lieu of notice is mandatory. Post confirmation, one month's notice or one month's basic salary in lieu of notice shall be required.

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.



Other terms and Conditions

In addition to fulfillment of the following conditions, this offer and confirmation of your appointment shall be subject to satisfactory performance appraisal rating against set targets/KPIs and other functional deliverables at the end of the probation period.

- Minimum of five credits in SSCE/WASC or GCE O'Level or NECO at maximum of 2 sittings.
- B.Sc degree at minimum of second-class lower degree.
- A satisfactory medical certificate of fitness, which is to be produced by the Bank's approved medical personnel.
- Provision of two (2) Guarantors (please see attached list of qualified people).
- The receipt of satisfactory responses on any background checks or other inquiries on you from relevant authorities

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.

A situation of force majeure e.g. civil disturbances, acts of God, epidemic or pandemic may render performance of this contract impossible or impracticable. In such situations the bank shall take decisions in the interest of business continuity which may include but not limited to vitiation of the contract, pay reduction, leave without pay etc

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 72 hours from the date on this letter. On assumption of duty, please note that you are to report to Human Capital Management, 2nd Floor UBA House, 57 Marina, Lagos or any designated location. You are required to supply 4 passport photographs (on red background), originals and a copy each of your credentials, (WASC, degrees and professional certificates), birth certificate/age declaration and marriage certificate (where applicable).



We welcome you to United Bank for Africa and hope that you will justify the confidence reposed in you.

Yours sincerely,

For: **United Bank for Africa Plc**

Tonye Boham

Patricia Aderibigbe

Tonye Boham
Head HR Group Shared Services

Patricia Aderibigbe
Group Head, Human Resources

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

I Omotayo Ayokunle Abiodun accept the offer of employment, the terms and conditions and will resume for work on 08/05/2022.
(Date of Resumption)

Omotayo Ayokunle
Name



(Affix N50 postage stamp here)

27/04/2022
Date
(Offer Sign-off date)