

December 01, 2025

Employment Agreement

This Employment Agreement is made **effective from December 01, 2025** between **Partho Protim Sarkar** and Miaki Media Limited. Therefore, the parties agree as follows.

EMPLOYMENT:

MIAKI shall employ **Partho Protim Sarkar** as **Full Stack Engineer** of MIAKI Media Limited.

DUTIES & RESPONSIBILITIES:

- It will be provided after the reporting authority signs the agreement.

WORK STATION:

- The employee will work at **Miaki Office, Gulshan, Dhaka**.
- The Company reserves the right to change this to any premises, project offices, or satellite, as it deems necessary at its sole discretion.
- You may be required to work temporarily at any of the Company's premises or the premises of its customers, clients, suppliers, or any Associated Company within or outside Dhaka, including abroad or any other country where Miaki Media Ltd. needs you to visit.
- However, for company requirements, the employee may have to travel within and outside Dhaka as needed.

MODE OF EMPLOYMENT:

- It shall be in an employment agreement.

COMPENSATION AND BENEFIT:

- As compensation for the services, the company will pay a **consolidated salary per month following the company's usual payroll procedures given breakdown below –**

Component	Amount (BDT)
Basic Salary	BDT 33,000
House Rent Allowance	BDT 16,500
Medical Allowance	BDT 2,750
Conveyance Allowance	BDT 2,750
Gross Monthly Salary	BDT 55,000
Less: Tax Deduction	BDT 417
Net Take-Home Salary	BDT 54,583

- Such payments shall be subject to such normal statutory deductions by the Employer. Upon termination of this agreement, payments under this paragraph shall cease. However, the employee will be entitled to payments for periods or partial periods that occurred before the date of termination. For which the employee has not been paid.
- **After the satisfactory completion of the 6 Months' probation period, your employment will be confirmed, and your salary will be @BDT 60,000 (Taka Sixty Thousand only) per month.**
- The employer will be provided with a corporate mobile SIM, which is limited to BDT 1,000 (One Thousand) per month only.
- Health insurance will be covered by the company as per its policy.
- The employee will get a Gratuity benefit after the completion of continuous service of 05 (five) years.
- Income Tax will be borne by the employee.
- TA & DA shall be borne by the company for any business travel.

NOTICE PERIOD:

- You will be required to serve a probationary period of six (6 Months) months from your Commencement Date, during which your employment with the Company may be terminated by either party with a notice period of 7 calendar days or paying pro-rata basic salary in lieu of such notice period.
- This probation period may be reduced or extended by the Company at its discretion. This period will be used to evaluate by both parties the efficiency and effectiveness of the role and your remote working and travel arrangements to the benefit of both parties.

CASUAL LEAVE:

- You shall be entitled to Ten (10) working days of casual leave (in addition to the statutory holidays), to be taken at a time or times convenient to, and as may be approved by, the Company. Casual leave will be prorated for any incomplete year of service.

SICK LEAVE:

- In the event of absence or lateness for whatever reason, including illness, you or your family member(s) shall immediately or at the earliest reasonable opportunity notify the Company by telephone.
- You shall be entitled to Fourteen (14) working days' sick leave during each year of service, in the event hospitalization is required, provided that such leave is certified by a doctor approved by the Company.

EARN LEAVE:

- Employees are entitled to apply for Earn leave of Fourteen (14) working days in a calendar year. Earned leave is credited after completion of one year of continuous service.
- EL is not normally granted before completion of one year of service. However, in special circumstances, Manager/Departmental Heads may recommend leave for his/her subordinate and forward the application through the Administration Department for consideration by the Director through the Head of HR. If approved, such leave will be adjusted from future entitlement when due.

WORKING HOURS:

- The employee will work from Sunday to Thursday.
- The Employee will avail weekly holidays as per company policy.

GOVERNING LAW:

The agreement shall be governed by the laws of Bangladesh, and by accepting, the employee will abide by the **Laws** of Bangladesh.

COMPANY REGULATIONS:

During your employment with the Company, you shall observe and comply with all of the rules, regulations, and directives of the Company, including but not limited to the Employee Code of Conduct, as may from time to time be made or given. The Company shall have the right to alter and amend the rules and regulations of the Company as well as any of the terms of your employment, and such alteration or amendment shall become fully effective and a binding term of your employment upon notification to you.

DISCLOSURE:

- You disclose to the company at this moment of signature of this contract that you are a director at the following organizations: _____.
- Further, you disclose your ownership of that organization as acting Director of ____%.

CONFIDENTIALITY OF INFORMATION:

The employee shall observe utmost confidentiality and secrecy of any information received by the employee or entrusted to the employee in the course of employment and shall at all times, whether during or after the termination of employment, act with the utmost fidelity and not disclose or divulge such information to a third party or make use of such information for own benefit.

Upon termination of the agreement, the employee will immediately surrender to the company all files, books, magazines, reports, documents, manuals, audio and video tapes and discs, and any other knowledge databases entrusted to the employee during employment. The Employee will also surrender any physical property that belongs to **Miaki Media Limited** and is in possession of the employee. The Employee will not reproduce, store in a retrieval system or transmit in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise – any copyrighted material, which is the property or the company- for employees own benefit or to the benefit or for the benefit of any third party – either during employment or on separation.

TERMINATION:

Mr. Sarkar's employment agreement may be terminated by either party with a written notice of 30 days or thirty days' consolidated remuneration in lieu of.

SIGNATORIES:

This Agreement shall be executed on behalf of Miaki Media Limited by Taneem Md. Rezwanul Islam and by Partho Protim Sarkar. The Agreement shall be effective as mentioned.

Yours faithfully,

For and on behalf of

Miaki Media Ltd.



Taneem Md. Rezwanul Islam
Chief Executive Officer

ACCEPTANCE

I, **Partho Protim Sarkar**, Bangladesh NID No. **555-542-2145**, hereby confirm acceptance of all of the above terms and conditions.



Partho Protim Sarkar
E-mail: sarker624452@gmail.com
Phone: +8801301530180

Date: 07/12/2025