

ICSL/DMD/00838/2017



Business Support Solutions
(Since 1995)

May 9, 2017

Sulaiman Zinab Abidemi
145B, Akerele Extension
Near Teslim Balogun Stadium
Shitta Bus Stop, Lagos State.

Dear Zainab,

LETTER OF OFFER

We refer to your application for employment with the company and have the pleasure to offer you as follows:

1. You will be employed as a **Customer Service Executive** and seconded to one of our clients' location.

Your total annual emolument shall be N820,114.51 Please find as follows the breakdown of your Annual compensation:

	N
Basic Salary	68,650.00
Housing Allowance	61,022.87
Transport Allowance	61,022.87
Lunch Allowance	106,790.02
Utility	106,790.02
Education	106,790.02
Entertainment	106,790.02
Medical Allowance	76,278.59
Outfit	68,650.73

13th month: 1/4 basic salary
Leave Allowance: 12% of Basic
Pension Employee's: (8% of B.H.T.)
Pension Employer's: (10% of B.H.T.)
Medical H.M.O.

You will function as a **Customer Service Executive** and carry out responsibilities as may be assigned to you from time to time.

2. You will be employed on a probationary basis for an initial period of twelve months during which notice of termination by either party will be two weeks notice in writing or two weeks basic salary in lieu. If at the end of twelve months your performance is considered satisfactory, you will receive confirmation of your appointment in writing. Thereafter notice of termination by either party becomes one month notice in writing or one month basic salary in lieu.

Lagos | Abuja | Asaba | Gombe | Ibadan | Kano | Port Harcourt

Integrated Corporate Services Ltd, RC 252,871.

[a](#) 6, Olusoji Idowu Street, Ilupeju Lagos. P. O. Box 5450, Shomolu, Lagos. [t](#) 01-774 2211, 01-280 1547 [e](#) info@icsoutsourcing.com [w](#) www.icsoutsourcing.com

Directors: Mr. Thomas Areola (Chairman), Mr. Fola Adeola, Mrs. Chinyere Dozie, Dr. Uduimo Itsueli, Engr. Michael Ufoeze, Mrs. Kofoworola Akinkugbe, Mr. Kelechi Dozie, Mr. Peter Akindeju (Managing Director/Chief Executive), Mr. Femi Akeredolu (Executive Director, Finance)



**Integrated
Corporate
Services**

Business Support Solutions
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3. Your employment process shall not be deemed complete until you have successfully completed the ICS induction program as evidenced by a Certificate of Completion.

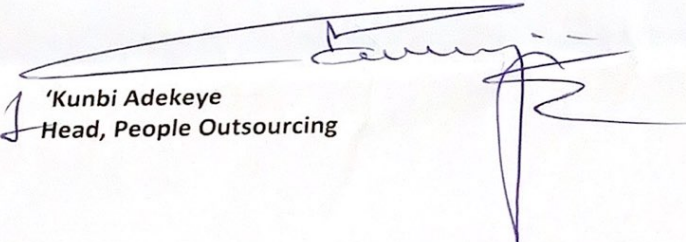
Your confirmation will also be subject to verification of your guarantors and other documents as well as receipt of duly completed reference forms. You shall not for the period of One Calendar Year after the termination date, hold any material interest in any person, firm or company which requires or might reasonably be thought by the company to require you to disclose or make use of any confidential business information in order to properly discharge your duties to or further your interest in such person, firm or company.

4. You shall not for at any time before or after the termination date, induce or seek to induce by any means involving the disclosure or use of confidential information of any customer that would cause the customer to cease dealing with the company or group of companies.

We would be pleased to have your confirmation of acceptance by signing the duplicate copy of this contract and return to us.

Yours faithfully,

For: INTEGRATED CORPORATE SERVICES LTD.


Kunbi Adekeye
Head, People Outsourcing

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May 9, 2017

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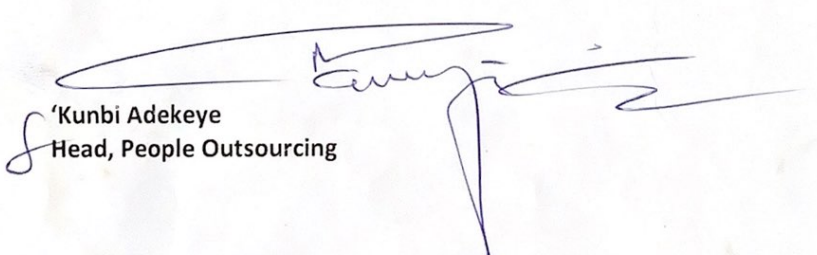
Dear Zainab,

POSTING LETTER

Sequel to your offer of employment in our organization, you are employed as a **Customer Service Executive** and posted to **Diamond Bank Plc, Lawanson Branch**.

Thank you.

Yours faithfully,
for: Integrated Corporate Services Limited


'Kunbi Adekeye
Head, People Outsourcing



December 18, 2018

Zainab Sulaiman,
Diamond Bank Plc
KANO, FRANCE ROAD SABON GARI

Dear Zainab Sulaiman,

REVIEW OF REMUNERATION/CAREER PATH

We wish to inform you that management has approved an upward review of your salary and allowances. This is based on your performance during the year under review. Your new job role is Branch Utility Teller

Your new job description is stated below:

Job Role: Branch Utility Teller BAND 3

Effective Date: January 1, 2019

Branch Utility Teller

Processes Transactions such as:

- All Duty payments e.g. Custom duty
- YELLO (DYA) & BANK ONE
- FCY and RTGS transfer processing.
- Bills payment such as E-TRANSACT, E-BILLS, REMITA & BANK COLLECT
- Purchase of PTA/BTA transactions
- Process in-branch NIP Transfers
- ATM custodianship

Your total annual emolument shall be **N1352263.51: 8136439**. Thus, your annual compensation breakdown shall be as follows:

	₦
Basic	405679 05414409318
Housing Allowance	202839 02707204659
Transport Allowance	10818 08110509152
Utility Allowance	216362 16221018304
Lunch Allowance	167274 09665874778
Entertainment Allowance	167410 02301012912

13th month: 1/12 basic salary

Leave Allowance: 12.5% of Basic

Pension: (10% of B.H.T.)

NHF (2.5% of Basic)

Medical H.M.O.

Your monthly net salary shall be **N93618**

We do hope that you will reciprocate this good gesture on the part of our client with better performance and commitment to duty.

Please accept our congratulations.

Yours faithfully,

for: ICS Outsourcing Limited

'Kunbi Adekeye

Head, People Outsourcing

I acknowledge receiving this document.

Name: Sulaiman Zainab
Signature: [Signature]
Date: 31 DECEMBER 2018

Kindly send back acknowledged copy to eonwurah@icsoutsourcing.com