

Name : Mr. Tanveer Ahmad
Subject : Offer Letter - PasajeBus SpA
Position : Senior QA

Dear Tanveer,

This refers to your application and the discussions held with you over the last few days. We are pleased to offer you a full-time role with the position of “**Junior software developer**” on the following terms and conditions.

Please find appended below the important work agreements clauses and mutual understanding –

1. This offer for employment is subject to your joining on February 12th, 2024.
2. This employment will be remunerated at **INR. 12,000 /- (INR twelve thousand monthly)** per month liquid (in-hand salary). Your monthly salary would be credited between the 25th to 31st of every month on the registered bank account you have with the company.
3. The company will pay the standard 10% withholding tax (or the modified amount as set by Chilean law and regulation) on your behalf in Chile. Such certificates are released in two months cycle as per Government of Chile norms.
4. You are entitled to the standard Indian public holiday calendar and 15 ‘paid leave’ days per annum. Keep in mind all the medical leaves should be well supported with a formal medical license from a registered doctor, maximum annual paid medical leaves are 5 days.
5. Since PasajeBus doesn’t have a registered office yet in India all your compensations would be transferred directly from PasajeBus SpA Chile along with the withholding tax certificates
6. Both your employment and termination are strictly subject to the company’s standard non-disclosure policy (NDA). Such documents are easily available on company’s shared drive, which is accessible to all employees, if you face difficulties, please feel free to ask for the documents to the HR team at ‘contabilidad@pasajebus.com’.
7. Your relieving notice period in the company would be a minimum of three months and such date start after a formal email approval from the company’s management (CEO or COO) and the head of finance. There can’t be any exception to this condition.
8. You shall be responsible for the safe custody of documents, material, property and equipment of the Company entrusted to you or which may be in your use, custody or charge subject to confidentiality obligations provided under the company policy.
9. E-mail messages: PasajeBus SpA encourages the use of e-mail for business purposes. The messages generated or received the e-mail including the backup copies are company property. Though the company does not recommend the use of e-mail for personal use, it may be used provided it does not use more than a trivial amount of resources. The company has the right to retrieve and review any message composed or received through the company’s e-mail system.

10. If at any time, in the opinion of the Company, which shall be final, you are found guilty of dishonesty, disobedience, misappropriation, theft, guilty of fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission, Job Performance or any other conduct considered by the management of the company as detrimental to its interests or of violation of one or more terms of this employment, your services may be terminated without notice and without pay in lieu of notice.
 11. You shall keep the company informed of any changes in your residential address, telephone numbers, educational qualifications and civil status.
 12. Your unconditional commitment and availability is very important to the company, on important and critical situations we would expect complete availability and support from you irrespective of working hours.
- Please share with me your Indian bank account where you want us to transfer the monthly salary.

Please feel free to contact me Cell number +56948817628 or you can write to me at contabilidad@pasajebus.com with any doubts or queries. We are all looking forward to having you on our team.

We request you to return the duplicate copy of this letter duly signed, as a token of your acceptance of this offer for employment on the terms and conditions provided herein.

Paola Moreno, Head of Finance and HR, PasajeBus SpA

I, _____ hereby accept the position of Junior software developer on the above terms and conditions of employment Offered and will commence work on

_____.

Mr. Tanveer Ahmad