

Private and Confidential

25-Feb-25

Swarnab Basu

19/1/1 Kshitij Colony , Lane No- 1,
Jagtap Dairy Pune City, Pune 411017

Dear Swarnab,

Further to your discussion with us, we are pleased to offer you the position of Support Analyst at Grade 5 at illumifin India LLP ("The Company"). Your appointment will be effective 24-Mar-2025. You will be reporting to Promoth VR.

Your Annual Cost to Company (CTC), which is your Total Annual Earning Potential, will be ₹ 5,00,004/- per annum. The breakup of your CTC is attached in the Appendix A.

Your compensation is highly confidential and if the need arises, you may discuss it only with your Supervisor/Manager or your HR Manager.

Your appointment will be governed by the terms and conditions of employment presented here in. You will also be governed by the other organizational Policies & Regulations in vogue and those that may be changed/amended from time to time.

This appointment is subject to 180 days of probationary period from the date of joining. The probation period may be extended or reduced at the sole discretion of the Company based on your performance. The purpose of this probation period is to provide you with time to learn and provide the company with an opportunity to evaluate your performance.

Terms & Conditions

Your employment with the Company is subject to the accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you.

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Duties

During working hours, you shall use your best energies and abilities to serve the Company faithfully. You shall comply with the rules, regulations and procedures as notified by the Company in letter and spirit.

During working hours, you shall entirely devote your time, attention and abilities to the business of the Company.

You shall not, without the company's prior written consent, be in anyway directly or indirectly engaged or concerned with any other business or employment during or outside your hours of work in the company. You shall however, undertake honorary work of social or charitable nature, literary, artistic or scientific character only with the express written permission from the competent authority.

During your employment, you shall not directly or indirectly engage in any conduct averse to the best interests of the company. Also, you shall not divulge any confidential information or violate any agreement with your prior employers or their clients.

Place of work

You will be in employment at the Company's office or at the Company's Customer location, as required. The Company reserves the right to transfer you on a temporary or permanent basis to other job functions, departments or locations within the Company, when necessary. There may be situations you may be permitted to work remotely from home as per the guidelines laid out by the company and your supervisor/manager.

Hours of Work

The work timings are at the sole discretion of the Company. Working hours for all regular full-time employees would be mandated at 47.5 hours a week or 9.5 hours per working day.

Official start time & working days of the week will be determined by the requirements of the project/process & will be communicated by the Supervisor/Manager of the employee.

Your weekly off may not necessarily be for 2 days and not necessarily be on Saturday and Sunday.

Non-Disclosure

Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and not to disclose any information with respect to the Company. Your salary details are also part of confidential information. Failure to maintain

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confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of the Company.

Business Code of Conduct and Ethics

All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

Information Security

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

Separation from the company

- The retirement age of the Company is 58 years.
- At the time formally resigning from service you shall serve the notice period of 60 (Sixty) days or 90 (Ninety) days. Please note that your notice period will be dependent on your Level at the time of your separation with the Company irrespective of the reason for separation.
- When you formally resign from the service of the Company, the Company may, at its discretion, Permit you to.
 - Adjust the vacation accumulated toward part of the notice period.
 - Pay up for the notice period in lieu there of
- If your services are terminated by the Company due to misdemeanor, unsatisfactory performance or any other disciplinary matter, the Company will pay your salary for the notice period admissible.



If you are agreeable to the above, please sign and return one copy of this offer letter as an acceptance of the same to HRIndia@illumifin.com . The original copy is to be retained by you for your personal record.

We look forward to your joining illumifin and hope you will find working for illumifin a rewarding and enjoyable experience.

In case you have any queries on any of the above, please do not hesitate to contact HR at HRIndia@illumifin.com.

With Best Wishes,

Yours sincerely,

A handwritten signature in blue ink, appearing to read "Manoj K P".

Manoj K P
Head of India

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ANNEXURE – A

NAME :		Swarnab Basu	
DESIGNATION :		Support Analyst	
GRADE :		5	
Components		Monthly	Annual
1	Basic Salary	₹ 19,465	₹ 2,33,584
2	Flexi Benefit Allowance	₹ 10,058	₹ 1,20,693
3	House Rent Allowance	₹ 7,786	₹ 93,434
4	Bonus	₹ 1,621	₹ 19,458
5	Gross Salary [01 + 02 + 03 + 04]	₹ 38,931	₹ 4,67,169
6	Employer's Contribution to PF	₹ 1,800	₹ 21,600
7	Gratuity [4.81% of Basic Salary]	₹ 936	₹ 11,235
8	Employer ESIC [3.25 % of Basic + HRA]	₹ 0	₹ 0
9	Retirals [6 + 7 + 8]	₹ 2,736	₹ 32,835
10	Annual Remunerations [5 + 9]	₹ 41,667	₹ 5,00,004
11	Total Earning Potential - CTC	₹ 41,667	₹ 5,00,004
Flexible Benefit Plan:			
This is a basket of allowances. Please do refer the Flexible Benefit Plan policy.			
Statutory Contributions :			
All Statutory Contributions / Deductions [Only to the extent applicable] will be made and deposited with relevant authorities as per the statutory requirements. All applicable tax liability will be borne by the employee as per relevant statutory tax rules.			
Gratuity will be governed by the Payment of Gratuity Act, 1972 (as and when ammended)			
Additional Benefits:			
Group Medical Insurance for Self, Spouse & two dependent children			
Group Accidental Insurance for Self			
Group Term Life Insurance for Self			

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By signing below, I acknowledge I have read and understood the above, and accept the appointment upon the terms and conditions as outlined for my position at illumifin.

Print Name

Signature

Date & Place

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