

Date: February 22, 2021

EMPLOYMENT OFFER LETTER

Dear Ms. Lalitha Venkata Varalakshmi PATNALA

Thank you for your interest in pursuing a career with MOURI Tech Pvt Ltd. Further to the discussion, we are pleased to offer you an appointment as **Process Executive - BPO** with our company with Cost-to-Company (CTC) of **Rs. 1,45,000/- (Rupees One Lakhs Forty Five Thousand Only) Per annum**, Your CTC includes company's contribution towards PF/Health Insurance, as per company applicable norms.

Your services are transferable to any department or location in India or abroad, in any subsidiary or associate concern, or at the client's location, as deemed necessary by the Company, at its discretion.

The offer is made based on the representations made by you in respect of your academic qualifications and your work experience. Your date of joining will on **Feb 24th, 2021**. A detailed Appointment order would be issued to you on the date of joining.

We are extremely happy to welcome you to **TEAM MOURI** - we are sure that you will contribute substantially to the growth of our business in the coming years and we hope your association with us would be mutual benefit.

Commencement of Employment

Your appointment would be effective from the agreed upon "start date", and will be initially based on work location. You are liable to be transferred to any business of or acquired or set up later in any part of India or abroad any time. You are also liable to be deputed to any work assigned for works of any affiliates, Subsidiaries or any other companies with which the company may make any such arrangements.

Salary

For the detailed structure of your salary, kindly refer Annexure A.

Leave

Employees are the primary asset of MOURI Tech. In order to address their needs to be away from work time to time to take care of personal needs, and to take a well-deserved vacation to recuperate and rejuvenate, this policy is designed to provide the leave eligibility guidelines to the associates/employees of MOURI Tech.

Notice Period

- You need to give a Thirty (30) days' notice period when resigning the Job and Company can terminate employee service without any notice for reason if there is any breach of policies & guidelines, misconduct, performance issues, charged with any criminal offense, involved in any legal capability, false or misrepresentation of facts & failure of background checks. Apart from above, your failure to serve notice period will lead to legal actions by the Company.
- Your employment is terminable without notice and without payment in lieu of notice period in the event of misconduct.

Reg. Office:

Bldg # 6-3-83, 3rd Floor,
Loukya Towers, Mallampet Rd,
Bachupally, Hyderabad – 500090.(T.S), INDIA.
Tel : 040-44549494, Fax : 040-4454 9495.

Head Office:

Plot No. 2 & 3, Survey No. 64, 4th Floor,
SBR Surya Pearl, Sector III, HUDA Techno Enclave,
Opp. to Raheja Mind Space IT Park Hitech City,
Madhapur, Hyderabad - 500081. (T.S), INDIA.
Tel : 040-67254100, Fax : 040-67254145

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- c. MOURI Tech reserves the right to pay or recover salary in lieu of notice period subject to complete of the knowledge transfer. The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with the employee, failing which the relieving date may be extended. The relieving may also be extended in case the project is at critical juncture.

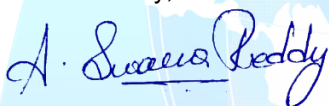
CONGRATULATIONS!!!

You have made an important choice in joining us, a choice that will create opportunities for you to do more, learn more and achieve more. By becoming a MOURI Tech associate, you have chosen to be part of a global team that is committed to excellence and is enriched by your presence. You will learn over the next few weeks and months that we have everything in place to compete, and to win, including world-class technology and processes.

Wish you success in your journey with MOURI Tech family. Welcome Home!

Please sign and return the scanned copy of this offer letter as a token of your acceptance and this offer letter is valid for 15 days from the date of issued beyond which will go void by default .You are governed by all rules and regulations of the company, which are in force and shall have the right to vary or modify any of the terms and conditions of service from time to time, which shall be binding on you. On date of joining kindly bring your educational certificates originals beginning with tenth standard and Relieving/Experience letters for verification, Passport size photographs (Four Nos.), Photocopy of Passport or Driving license, Soft copy of your latest C.V and Permanent Address proof for Bank account opening (voter ID/Aadhar card/Ration Card)

Yours sincerely,



Swarna ANNAPUREDDY
Director - HR,
MOURI Tech Pvt Ltd.

I accept the above mentioned employment offer and acknowledge receiving a copy of same

Name:..... signature:..... Date:.....

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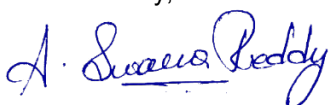
Name: Ms. Lalitha Venkata Varalakshmi PATNALA
Designation: Process Executive - BPO

| ANNEXURE – A (All Amounts in INR) | |
|--|-------------------|
| Basic | 3,625.00 |
| HRA | 1,450.00 |
| Education Allowance | 200.00 |
| Bonus | - |
| Travel Allowance | 2,000.00 |
| Spl Allowances | 4,808.33 |
| Total Salary (A) | 12,083.33 |
| Retirals Benefits | |
| MOURI Tech Contribution to PF | 435.00 |
| Total Retirals (B) | 435.00 |
| Fixed Gross Salary C (A-B) | 11,648.33 |
| Health Insurance * | 375.00 |
| PT (Professional Tax) | |
| PF-Employee contribution | 435.00 |
| Income Tax <i>(may Vary based on the submission of tax declarations on the portal)</i> | |
| Total Deductions (D) | 810.00 |
| Net Salary Payable E (C-D) | 10,838.33 |
| CTC (Cost to the Company) F (A*12) | 1,45,000.0 |

Note:

- Health Insurance - Your Insurance amount may vary based on the age slab of the employee, which may differ your net salary.
- Income Tax amount may vary based on the submission of tax exemptions.

Yours sincerely,



Swarna ANNAPUREDDY
Director - HR,
MOURI Tech Pvt Ltd.

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