



Allstate | Solutions Private Limited

August 01, 2024

Ms. Shraddha Ajay kale,
Pune

Dear Shraddha,

On behalf of Allstate Solutions Pvt. Ltd., ("The Company" or "ASPL") it is my pleasure to offer employment to you as "Associate - Operations", in our Pune center. We extend this offer, and the opportunity it represents, with great confidence in your abilities. You made a very favorable impression with everyone you met and we are excited with the prospect of your joining our company.

This offer letter and your employment with the Company are subject to your executing on the joining date, ASPL's detailed employment agreement ("Employment Agreement") containing the terms of your employment. Your employment with the Company will commence only on the execution of the Employment Agreement and in accordance with the terms and conditions set out therein.

The broad terms of the offer are as follows:

Designation	Associate - Operations
Location	Pune
Start Date	On or before August 12, 2024
Probation	6 months from Start Date
Notice Period	60 Calendar Days

Annualized Salary and Benefits:


Total Guaranteed Cash ("TGC")	Rs. 364,486
Annual Incentive Plan	Rs. 25,514
Target Total Cash ("TTC")	Rs. 390,000

Reference Annexure A for detailed salary break up and highlights of benefit schemes.

Besides Total Guaranteed Cash, you will be eligible to participate in the ASPL Annual Incentive Plan (AIP), subject to the terms applicable to that plan from time to time. Determination and award of payments from the AIP Plan is generally made soon after the end of each financial year and award amounts factor individual and AIP performance in the plan year. While there is no guaranteed minimum award, the current target incentive amount for you under the plan is 7% of your TGC; the maximum incentive amount for you under the plan is 10.5% of your TGC. You will be entitled to participate in the AIP provided you remain as an employee in good standing, you have not given notice of your resignation from employment with the Company, or had your employment terminated by the Company for gross misconduct, gross negligence or in other circumstances justifying summary dismissals at the date on which you actually receive an award or payment. For the first year of service the Annual Incentive will be calculated on a prorated basis. However a minimum of 3 months of service, inclusive of the probation period, in the Company, is required for the payment of Annual Incentive.

Allstate Solutions Private Limited
9th & 10th Floor, R4 Building, KRC Infrastructure & Projects Pvt. Ltd. SEZ,
S. No. 65, Kharadi, Pune - 411014 India,
www.allstate.com/india

(Formerly, Northbrook Services India Pvt Ltd. 67-4, 4th cross Lavelle Road Bangalore - 560001)


Principal
Anantrao Pawar College of Engineering
& Research, Parvati, Pune - 9

You will also be eligible to participate in competitive benefit plans for ASPL employees. These may include various insurances packages and other benefits as outlined in the employee related policies of the Company. The terms of these schemes/ policies may be changed from time to time, or be withdrawn by the Company at any time.

Your individual remuneration is purely a matter between yourself and the Company and has been arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

As stated above, you will be on probation for a period of six (6) months from the Start Date and your probation period may be extended at the sole discretion of ASPL. ASPL shall be at liberty to terminate your employment during such probation period without notice or cause or compensation thereof.

Subject to the provisions contained in this offer, your services are terminable by the company by giving two months of notice or gross salary in lieu thereof. In the event you terminate your services, you are required to provide the Company with two (2) months' notice which shall not be compensated by payment in lieu thereof. No notice of resignation will be effective if given during a period of leave of absence from the Company. In the event you have issued to the Company a notice of termination of employment, and avail of any leave during the notice period, the notice period shall stand extended by such number of days that you have been on leave.

You will abide by the Rules and Regulations of the Company and the Company shall have the right to vary or modify any or all of the above terms and conditions in service which shall be binding on you.

Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein will render you liable to termination of your employment without notice or compensation thereof.

This offer and the employment with ASPL are subject to:

- a. Successful completion of a background check, including, education, employment reference and compensation history, to the satisfaction of ASPL
- b. ASPL being able to verify, to its satisfaction, the personal information you have provided to ASPL, including such information set out in the employment application form. For the purposes of this Offer, you provide your express consent for collection or use of any data or information of a sensitive nature including medical reports and records in accordance with **Annexure B**.

Where, either before or after the Start Date, it comes to the knowledge of ASPL that the information you have provided or representations you have made (including but not limited to information provided in the employment application) involve any material misstatement/misrepresentation of a fact or condition, or an omission to state any relevant fact or condition either related to you or to the position you are hereby appointed to, or should the background check reveal information, which, in the sole opinion of ASPL, if available to ASPL prior to this offer, would have led to ASPL not making an offer of employment, ASPL shall have, at its option, the right (a) prior to the Start Date, to void this offer; and (b) on or after the Start Date, to terminate your employment without notice or pay in lieu of notice.

You consent to ASPL conducting the background check as aforesaid, either by itself or through a third party and for this purpose acknowledge and understand that ASPL or such third party would be contacting any person from whom it believes the information



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can be verified. If we have not received the final results of your background check before your Start Date, you agree to begin your employment with ASPL on the designated start date pending completion of the background check. We reserve the right to end our employment agreement with you if you do not meet the requirements of the investigation process or the results of your background investigation are not successful in our judgment.

On joining ASPL you will be required to complete all the joining formalities and sign the Employment Agreement which includes intellectual property and confidentiality provisions. You will also be required to read and abide by the compliance and ethics program of ASPL, which will be provided to you on joining the organization.

We look forward to welcoming you to Allstate Solutions Private Limited and wish you a successful career with the Company.

It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization. Kindly send the duly signed copy of the duplicate offer document to the undersigned, as a sign of your acceptance of the offer, along with the photocopies of all your credentials (See Annexure C for details).

Sincerely,

Allstate Solutions Private Limited

Ashish Niranjana

Ashish Niranjana

Head - Talent Acquisition

Acceptance:

I, agree to accept employment on the above-mentioned terms and conditions. I'll report for Duty on or before

Date

Signature:

Enclosure: Annexure A: Salary breaks up and highlights of benefit schemes

: Annexure B: Policy on Information Security

: Annexure C: List of Documents

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Principal

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