



UNBXD

UNBXD Software Private Limited

Date: 19th November 2021

Ms. Chandini Thomas
34, Room No. 104,
Thimmaraya Swamy Nilaya
Silicon Town, 4th Cross
Opp ABC Restaurant,
Electronic City Phase 2, Bangalore
Karnataka 560100

Dear Chandini,

Sub: Conditional Offer of Employment

It has been a pleasure interacting with you and we would like to bring this to a positive conclusion. Based on our discussions, we are pleased to offer you the position of **Business Development Manager** based at Bangalore. Please find attached the compensation package as Annexure 1 and list of copies of documents which need to be submitted by you on the date of joining the Company as Annexure 2. Please also carry originals of the documents listed in Annexure-2 for verification purpose.

Unbxid reserves the right to conduct a background check of its employees, and your employment may be conditioned on satisfactory results. Please initiate your Background Check within **2 days** of your offer acceptance. Your background check initiation is complete only when you initiate your BGC online. We shall share with you the Link separately. Please Login and submit all the relevant documents for Background Check. Please note, by logging in and submitting your documents, you consent to use of your personal data including documents so uploaded for the purpose of Background Check. The verification process is normally completed within 2 weeks after Background Check initiation. Verification of your last employment is initiated only post you are released from the employer. Your offer will be subject to a positive clearance of your background check. This offer can be rescinded, and/or your employment terminated, based upon data received in the verification.

Kindly communicate your acceptance of this offer and send us a copy or a scanned copy of your accepted resignation by email. You would be required to join us on or before **1st December 2021** notwithstanding the above, this offer stands valid until **20th November 2021**. Your acceptance of this conditional offer indicates your consent to abide by the Terms and Conditions of this employment.

You will receive your appointment letter on joining the organization post submission of all relevant documents.

Kindly go through this offer and please do not hesitate to reach out to me in case you have any doubts or need any clarification. We look forward to a long and mutually beneficial association.

Regards,

For **UNBXD Software Private Limited**

Prashant Kumar
CTO & Co-Founder

**Annexure – 1**

Compensation & Benefits		
Name	Chandini Thomas	
Department	Marketing	
Designation	Business Development Manager	
DOJ	01-Dec-21	
Earning Heads	Monthly (INR)	Annual (INR)
Fixed Components (A)		
Basic (50% of Fixed CTC)	24,792	2,97,500
HRA (40% of Basic)	9,917	1,19,000
Telephone Reimbursement	2,000	24,000
Internet Reimbursement	2,000	24,000
Transport & Medical Allowance	3,333	40,000
Leave Travel Allowance (LTA)*	2,066	24,792
Special Allowance	376	4,508
Flexible Benefit Plan (B)		
Corporate Gift Card	0	0
National Pension Scheme (NPS)	0	0
Car Maintenance	2,400	28,800
Driver Allowance	900	10,800
Provident Fund Contribution (Employer)	1,800	21,600
Meal Voucher	0	0
Fixed CTC (A+B)	49,583	5,95,000
Variable Pay (C)		2,55,000
Total Cost to Company (A+B+C)		8,50,000
Other Benefits		
Gratuity payable	Per Gratuity Act	
Medical Insurance Cover (Family Floater consists of spouse and 2 children)	5,00,000	
Medical Insurance Cover (For employee's parent's/in-laws)	3,00,000	
Group Personal Accident Insurance	1 * CTC	
Group Term Life Insurance	2 * CTC	

* Please note that matters relating to compensation are strictly confidential in nature and should not be divulged with anyone.

On Target Variable: The Variable pay will be capped at 30% and the Company will evaluate your performance as per the agreed Individual Incentive Plan document (IIP) and its associated terms and conditions. This document will be shared with you within 30 days from the date of joining. Company has the right to change this plan with or without prior notice.



Notes: The following are the guidelines / requirements formulated by the Company in relation to each component, as well some information about tax exemptions in relation to each in accordance with the Income Tax Act, 1961.

House Rent Allowance: The tax exemption for House Rent Allowance would be computed based on the rent paid by you.

Transport and Medical Allowance: The tax exemption for Transport and Medical Allowance would be limited to Rs. 3333 per month.

***LTA:** The tax exemption for 2 domestic journeys in a block of 4 calendar years (Current block is 2018-2021).

Flexible Benefit Plan: Employees can avail additional tax benefit on the salary by choosing various components from Flexible Benefit Plan. All the tax-free components are subject to production of bills only.

Provident Fund: The contribution to Employees Provident Fund is made at minimum statutory requirements of INR 3600/- per month (INR 1800/- each from employee and employer. The amount given in the salary structure denotes the employer's & Employee contribution to Provident fund. An Employee can increase the contribution to EPF at 24% on basic salary (12% each from employee and the employer) which needs to be declared during on boarding. However, employee can contribute to Voluntary Provident Fund (VPF) by declaring the monthly contribution on payroll portal and avail the tax benefit under section 80C of Income Tax Act.

Gratuity: Gratuity benefits will be as per the provisions of the Payment of Gratuity Act, 1972.

***Medical Insurance Benefits:** As per Company's prevalent policy and norms, you will be covered under Group Medical Insurance for Sum Insured of 5 Lakhs for self, spouse and two children and 3 Lakhs Sum assured for parents / in laws. Group Personal Accident Insurance is also provided for Sum assured of 1 time of the CTC. Please note, this is subject to change as per Company's prevalent policy and norms. Company also provides Term Life insurance up to 2 * CTC subject to a maximum amount of Rs. 1 Crore.

**Annexure 2**

Kindly submit the following documents:

Sl. No.	Documents
1	Duplicate copies of your education certificate: <ul style="list-style-type: none">• X standard / SSLC till your highest / latest education.• Please get your originals for verification on the day of joining
2	Proof of date of birth, if you are unable to produce your X standard / SSLC certificate.
3	Three passport size colour photographs with white background of self.
4	Relieving letter from your previous organization and your resignation acceptance letter.
5	A copy of your last drawn pay slip from the previous employer.
6	Photo ID Proof of Passport Copy / PAN Card / Voter ID / Aadhaar Card
7	Address Proof: <ul style="list-style-type: none">• Self-attested copies of either Driving License / Passport Copy / House Agreement
8	Proof of notice period payment (if any)

Please Note: It is mandatory to produce the documents mentioned above on the day of your joining at UNBXD. This would facilitate the issue of your appointment letter and the processing of your salary.

For **Unbxid Software Private Limited**

Prashant Kumar
CTO & Co-Founder