

## OFFER CUM APPOINTMENT LETTER

Date: 10<sup>th</sup> August 2019

Name: Aditya H. Sharma  
Location: Mumbai

Dear Aditya H. Sharma,

This letter has reference to an offer of Services and appointment with Fragomatrix Perfumes LLP and

Following are the terms and conditions of the offer:

1. Your job title is "Lab Assistant" effective from 10<sup>th</sup> August 2019. Note, due to the nature of the business, duties may change based on requirements of the job without prior consent

1.1 I Aditya H. Sharma declare that; I will not leave this organization until Tuesday, 9<sup>th</sup> August 2022 (3 Years from the date of joining). In case I would wish to leave the organization due to any personal reasons, I will compensate amount of Rs. 1,80,000/- (One Lakh Eighty-Thousand Only) or One year's Salary whichever higher as per date of resign to the organization for immediate release

1.2 In case of misconduct company has right to terminate services provided by associates.

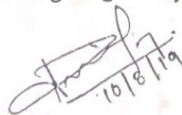
Company is liable to pay 1 month's advance salary in case of immediate termination of associate. Also, if associate found doing any unethical practices will not be liable to receive 1 month's advance salary

2. You are expected to work 48 hours per week. Your work location will be at the Mumbai Office

3. Your salary shall be subject to such deductions and adjustments as are prescribed under applicable India Laws such as Income Tax, Professional tax, Provident fund, etc. Your salary will be as mentioned in Exhibit 'A' which will be applicable from September 2019. In month August 2019 compensation will be Twelve thousand rupees only

4. Salary Information is strictly confidential and will remain within the scope of HR and yourself. Discussing salary is a breach of conduct and may be subject to disciplinary action

5. You will be on probation for a period of 6 months effective from the date of joining and your salary for this period will be as mentioned in Exhibit 'A' until next revision in salary. In the event of resignation or Termination, the Company in its sole discretion will have an option to accept the same and relieve you within fifteen days or earlier paying only in lieu of the decided notice period. After the completion of the probation period, this service contract can be terminated by either parties giving Thirty days of notice

  
10/8/19



CREATIVE CENTER  
FRAGOMATRIX PERFUMES LLP  
Plot No. 71, Abhinav Nagar, Borivali (East) Mumbai-400 066  
Tel.: +91 22 2897 3260  
Email: sales@fragomatrix.net

www.fragomatrix.com

FACTORY  
FRAGOMATRIX PERFUMES LLP  
Plot No. 279-280, Surat Special Economic Zone,  
Near Sachin Railway Station, Sachin, Surat-394230  
Tel.: +91 91366 61008





**FRAGOMATRIX®**

6. Annual Performance Appraisal cycle is conducted in April of every year and all confirmed employees (After completion of probation period) of the company will be eligible for the appraisal process

7. During the term of this service agreement, you will be entitled to take vacation in accordance with the normal practices of the Employer. General shift for all associates is Eight hours from 10:30 to 18:30, Shift timings can vary with respect to scope of work of each associate. Your vacation is to be taken at a time or times acceptable to the employer having regard to its operations. You are entitled to 21 days of vacation (Paid Leaves)

Description number 7.1, 7.2 and 7.3 are part of 21 Paid leaves offered by the organization as states above.

**Leave Policy Description:**

**7.1 Sick Leave (S.L.)**

- a. Associates are entitled for 4 Days of S.L. every year
- b. Can be carry forward to next year
- c. Consecutive 2 days of S.L. will be self-approved
- d. In case of requirement of more than 2 days S.L. needs to be in informed to management and Medical Certificate needs to be submitted at the time of joining if asked by the management

**7.2 Casual Leave (C.L.)**

- e. Associates are entitled for 4 Days of C.L. every year
- f. C.L.'s is self-approved
- g. Associates cannot take consecutive leaves more than 2 days as C.L.
- h. C.L. can be clubbed with P.L.'s

**7.3 Paid/Privileged Leaves (P.L.)**

- 7.3.1 Associates are entitled for 13 Days of P.L. every year
- 7.3.2 P.L. needs approval of management
- 7.3.3 P.L. and C.L. can be clubbed together by the associates

**7.4 Public Holiday (P.H.)**

- 7.4.1 All the associates are entitled for Public Holiday's (P.H.)
- 7.4.2 If any Public Holiday comes on Sunday's or two public holidays come on same date, then that particular leave will be added to Flexi Leave
- 7.4.3 Flexi Leaves can be opted by the Employees as per their preference and cannot be carry forward to next year Public Holiday leaves are subjective to approval of management and will be declared at the start of Year
- 7.4.4 P.H. can be clubbed with P.L. with approval of management in advance

8. You acknowledge that during your service, Employer confidential information will be disclosed to you and that any unauthorized disclosure of such information to third parties or use other than for the Employer's purposes could cause extensive harm to the Employer. Confidential



*[Handwritten signature]*

CREATIVE CENTER  
FRAGOMATRIX PERFUMES LLP  
Plot No. 71, Abhinav Nagar, Borivali (East) Mumbai-400 066  
Tel: +91 22 2897 3260  
Email : sales@fragomatrix.net

www.fragomatrix.com

FACTORY  
FRAGOMATRIX PERFUMES LLP  
Plot No. 279-280, Surat Special Economic Zone,  
Near Sachin Railway Station, Sachin, Surat-394230  
Tel: +91 91366 61008







**FRAGOMATRIX®**

information of the Employer includes any and all trade secrets, confidential, private or secret information of the employer including without limitation (i) business and financial information of the Employer, (ii) business methods and practices of the Employer (iii) marketing strategies of the Employer, and (iv) such information as the Employer may from time to time designate as being confidential to the Employer. Confidential information will not include information that is in the public domain, or information that falls into the public domain, unless such information falls into the public domain by disclosure or other acts by you, or through your fault. You undertake with the employer that you will not during your employment with the Employer or at any time thereafter, unless prior written consent is given by the employer, either directly or indirectly, utilize on your own behalf or on behalf of any other person, firm or company (a "person") or divulge to any other person, except as required by the terms and nature of your employment with the employer, any confidential information of the employer, and you shall use your best endeavors to prevent the unauthorized disclosure or publication of such information. In addition, you agree that you will not copy any confidential information of the employer including any curriculum belonging to the Employer nor remove same from the Employer's premises without the express written permission of the employer. You recognize and acknowledge that a breach of this provision may result in the termination of your employment and/or the institution of legal proceedings against you.

9. You are responsible for the successful and the efficient functioning of the department to which you are associated and would be required to maintain the highest professional standards.

10. You are required to adhere to the norms of office discipline and will attend to your duties punctually on a regular basis and will not absent yourself from your work without prior information and duly sanctioned leave.

11. It is understood that this service agreement is on the basis of the particulars submitted by you in your application for service. However, if at any time it should emerge that the particulars furnished by you are false/incorrect or if any material or relevant information has been suppressed or concealed this appointment will be considered ineffective and irregular and would be liable to be terminated by the management to take disciplinary action against you for the same.

12. You shall keep the employer informed of your latest postal address at all times and intimate in writing in case of change of address immediately

13. Last known address shall be deemed to have been duly served notwithstanding the fact that you have changed your address

14. This offer/appointment letter and its terms are valid only till 7 days after joining date and any acceptance of this offer must be received prior to said date.

#### General Conditions of Service

a) In all other matters of other general conditions of service, the rules and regulations of the company will govern you. Commuting and transportation to office has to be manage by you



CREATIVE CENTER  
FRAGOMATRIX PERFUMES LLP  
Plot No. 71, Abhinav Nagar, Borivali (East) Mumbai-400 066  
Tel.: +91 22 2897 3260  
Email : sales@fragomatrix.net

www.fragomatrix.com

FACTORY  
FRAGOMATRIX PERFUMES LLP  
Plot No. 279-280, Surat Special Economic Zone,  
Near Sachin Railway Station, Sachin, Surat-394230  
Tel: +91 91366 61008





**FRAGOMATRIX®**

b) You shall execute loyally and faithfully the policies laid down by the Management in so far as the program and Administration is concerned and that you shall work under the directions and instructions of the management of the company

c) During your service career you shall not take part in politics nor indulge in activities prejudicial to the interest of the company or the Government. You shall maintain cordial relations with all members of the company and also set highest standard of discipline in the company

d) Please note that the office premises is strictly vegetarian and no non veg food will be entertained in the premises

e) During Weekday Monday to Friday all the associates need to wear formal attire and on working Saturday's employees can wear Casual wear. Please note that sandals or Sleepers will not be allowed until medical requirement

#### Acceptance

If you accept the terms and conditions of this agreement, please sign the duplicate copy of your acceptance and send the same to our office immediately. Keep the other copy for your records.

For FRAGOMATRIX PERFUMES LLP

*Ruchi Jain*

Authorized Signatory



I ACCEPT THE TERMS AND CONDITIONS AS MENTIONED ABOVE.

FULL NAME: Aditya H. Sharma

DATE: 10<sup>th</sup> August 2019

SIGNATURE: \_\_\_\_\_

*Aditya H. Sharma*  
10/8/19



CREATIVE CENTER  
FRAGOMATRIX PERFUMES LLP  
Plot No. 71, Abhinav Nagar, Borivali (East) Mumbai-400 066  
Tel.: +91 22 2897 3260  
Email : sales@fragomatrix.net

FACTORY  
FRAGOMATRIX PERFUMES LLP  
Plot No. 279-280, Surat Special Economic Zone,  
Near Sachin Railway Station, Sachin, Surat-394230  
Tel.: +91 91366 61008

www.fragomatrix.com





**FRAGOMATRIX®**

Exhibit 'A'

Salary Structure			Remarks
Annual Gross (For Illustration)	180000		
Components	Per Month	Per Annum	
Basic (Payable monthly)	6000	72000	Basic Salary is a Taxable Component it will be 40% of the Gross Salary.
HRA (40% of Basic) (Payable Monthly)	2400	28800	House Rent Allowance (HRA) will be 40% of monthly Basic Salary. This could be a Tax Free component in the hands of the employees provided they comply with the conditions laid down under the Income Tax Act.
Conveyance Allowance (Payable Monthly)	1600	19200	Conveyance Allowance is a Tax Free component in monthly salary as the same is paid to cover the actual expenses incurred by the employees for attending their office.
Education Allowance (Payable Monthly)	0	0	Education Allowance is a Tax free component in monthly salary
Medical Allowance (Payable Monthly)	1250	15000	Medical Allowance is a taxable component paid every month. Employees, desirous of getting this amount exempted from their taxable income, will be required to produce original supporting medical bills( Maximum up to Rs. 15000/-) in the month of January every year. The Income Tax relief will be worked out only for such employees and the necessary relief in their Income Tax deduction can be provided in last two months of the financial year
Spl Allowance (Adjustment Factor - Payable Monthly)	3030	36360	Personal Allowance is a Taxable Component, used as an adjustment factor for grossing up the salary and hence may vary from person to person.
Car Expenses			FPP its include Driver salary, Petrol Bills, Car maint Expenses, reimburseable
Research/Telephone Allowance			The ebooks and any research actual bills to be submitted to get exemption u/s 10(14)
LTA (8.33% of Basic) (Payable Once in a Year)	0	0	Leave Travel Assistance (LTA) is to be claimed by the employees only once a year. This amount gets carries forward to next year if not claimed. Employees desirous of getting this amount Tax Free will have to claim this amount once in a TWO years and will be required to comply with the conditions laid down by the Income Tax Act failing which the amount will be incorporated in Taxable income for the year in which it is claimed.
Professional TAX	200	2400	Professional Tax (Deduction from total gross compensation which comes to Rs.14,800/-)
PF (24% of Basic) (Employer's Monthly Contribution)	720	8640	Provident Fund is a Statutory Compliance, this amount is Employer's matching contribution and is a part of Tax free component deposited with the PF Commissioner.(+15000*12%)
Total Gross Salary	15000	180000	Category : L3



CREATIVE CENTER  
FRAGOMATRIX PERFUMES LLP  
71, Abhinav Nagar, Borivali (East) Mumbai-400 066  
Tel: +91 22 2897 3260  
Email : sales@fragomatrix.net

www.fragomatrix.com

FACTORY  
FRAGOMATRIX PERFUMES LLP  
Plot No. 279-280, Surat Special Economic Zone,  
Near Sachin Railway Station, Sachin, Surat-394230  
Tel: +91 91366 61008

