

Date: 2/16/2024

Mr. Anurag Shinde  
Flat No. 6 Valaynkil Apartment,  
Taluka- Baramati

### Appointment Letter

Dear Anurag,

We have pleasure in appointing you as **Process Associate**, in our organization. While you will be initially based at our **Pune Office**, the Company reserves the right to transfer your services or place you in any other capacity or location that it may decide from time to time.

#### 1. Date of Joining

Your appointment is effective from the Date of Joining (DOJ), which shall be as early as possible as but not later than **DOJ (2/20/2024)**. In case your DOJ is after the payroll cutoff date, as determined by the Organization, the payment of salary & other applicable one-time payments (if any) will be made in the subsequent month's payroll.

#### 2. Salary

Your gross compensation will be **Rs.2,60,368/- (Rupees Two Lakhs Sixty Thousand Three Hundred and Sixty-Eight only)** per annum, on a **cost to company (CTC)** basis. The breakdown of the CTC will be as specified under various line items as set out in Annexure I. Statutory deductions such as Income Tax, Profession Tax, and Employee Provident Fund would be deducted in line with the prescriptions of the respective Acts. Your compensation is strictly confidential and may not be shared with anyone.

#### 3. Performance Based Incentive

Your incentive is calculated at **4%** of your fixed emoluments, i.e. **Rs.9,423/- (Rupees Nine Thousand Four Hundred and Twenty-Three only)** per annum, which is a part of your total emoluments as mentioned in **Annexure-I**. This component is linked to your Performance and shall be governed by the Company rules and policy, you are eligible to earn up to **200%** of your Performance Incentive. Your incentive payout will happen **quarterly**.

#### Gallagher Service Center LLP

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(Formerly known as Gallagher Operations Support Services Private Limited (CIN: U72900PN2904PTC128475) up to February 07, 2015)

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#### 4. Salary Review

Your salary will be reviewed as per company policy subsequent to successful completion of probation. Your increment in the grade is discretionary and will be subject to and on the basis of effective performance and results during the year.

#### 5. Leave

You will be entitled to leave as per the rules as made applicable to your cadre from time to time. In the first three months from the Date of Joining, you are not eligible for any leave. Violation of leave policy can lead to termination as per Company Policy.

#### 6. Retirement

The retirement age is 58 years.

#### 7. Probation & Confirmation:

You will be on probation for **6 months** from the date of commencement of your services. The Company may at its discretion, extend such probationary period subject to your performance. During the Probation Period, your services are terminable by **15 days'** notice by either party. On completion of six months, it will be an automatic movement to permanent roles, unless otherwise notified. On confirmation, your employment will be subject to termination on **30 days'** notice by either party.

#### 8. Other Work

Your position is a **Full-time employment** with the Company, and you shall devote yourself exclusively to the business of the Company. You will not take up any other work for remuneration (part-time or otherwise) or work in an advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the employment with the Company, without permission in writing from a Director of the Company.