



OFFER LETTER

14th November, 2017

Dear Amol Choudhari,

Congratulations!

With reference to your application and subsequent interviews, we are pleased to offer you a position with CRIF Solutions Private Limited as **Software Developer II**

Salient terms and conditions of your appointment with the Company are as follows:

1. Your position is based in Pune, India and you will functionally report to the **Chief Technology Officer** Position or designees of **CRIF High Mark Credit Information Services Pvt. Ltd.**
2. You are required to join at the earliest but not later than **20th November, 2017** .
3. For your services, your annual compensation will be **INR 7,20,000/- [Seven Lacs Twenty Thousand Only] per annum**, which is as per the attached **Annexure I** below as Compensation Details and will be subject to Income Tax deductible at source. The above mentioned compensation will include the company's contribution to your Provident Fund and LTA if any, which will be payable in 12 (twelve) equal installments.
4. You will also be eligible to a gross variable pay (As per **Company MBO Rules** and will be prorated basis your date of joining) equal to **3% of above mentioned CTC per annum** on the base of the achievement of economic and/or qualitative goals assigned.
5. In addition to the CTC mentioned in this offer letter, you are also entitled for a **Joining Bonus** of **INR 30,000/- (Rupees Thirty Thousand Only)** which shall be disbursed to you if you join on or before **20th November, 2017**
6. In the event employee's employment with the organization ends for any reason, voluntarily or involuntarily, except as a result of termination or reduction in work-force, within 12 months from the date you receive the benefits related to company paid accommodation/Notice Buyouts/Relocation or equivalent, the said additional benefit(s)/amount(s) is/are recoverable and must be paid back in full to the Company, the Company shall deduct the balance amount from your full and final settlement.
7. **You shall be required to provide the Company all documents and information as set forth in Annexure II as List of Documents.**
8. You will be required to sign a **Confidentiality and Non-Disclosure Declaration/Agreement** and a **Non - Compete Agreement**, pending which, it is clearly understood and accepted by you that all and any information you have access to or comes to your knowledge by virtue of your employment with CRIF Solutions Private Limited, is strictly confidential in nature and will not be divulged in any manner to anyone except in the performance of your official duties.
9. You will be on **probation for a period of six months** during which your performance will be assessed and if it is found that your performance is inadequate, your services will be terminated with a notice of **15 days**. On completion of the probation period, as above, and on the management being satisfied with your performance, you will be confirmed in the services of the company. **Thereafter, your services can be terminated with a notice of 3 month from either side.** Your confirmation is dependent on background verification checks.
10. The current **offer is valid until 16th November, 2017**, you are kindly requested to send copy of this agreement signed as a note of acceptance. In case any terms or conditions are not met, this offer letter will be considered automatically withdrawn without any obligation on part of the Company.

CRIF Solutions Private Limited

Unit No. 701, 801 • 7th & 8th Level • Survey No. 114 & 115 • Icon Towers
Baner Road • Pune 411045 • Maharashtra • India
Tel. +91 20 30122 900 • Fax +91 20 30122 901 • info@crif.com • CIN: U74900PN2014FTC153126



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Kindly sign and initial each page of this letter and return a copy in acceptance. We welcome you and wish you every success in your career with CRIF Solutions Private Limited

In case of any questions/clarifications regarding your appointment letter/joining/other queries, please contact us at hrteam@crifhighmark.com

For CRIF Solutions Private Limited

Shailja Apte

HR Business Partner and Administration Manager

Agreed and accepted:

I have read, understood and agree with the terms stated in this letter of offer. My signature below constitutes an Acceptance of this offer of employment

Signature: Amol Choudhari

[Date: _____]

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Annexure I
***Compensation Structure**

Name : Amol Choudhari
Designation : Software Developer II
Location : Pune

Salary Components / Fixed Particulars	Monthly (All figures in INR)	Annually (All figures in INR)
Basic Pay	24,000.00	2,88,000.00
HRA	9,600.00	1,15,200.00
Conveyance Allowance	1,600.00	19,200.00
Education Allowance	0.00	0.00
Medical Reimbursement	1,250.00	15,000.00
LTA	1,999.20	23,990.40
Special Allowance	19,750.80	2,37,009.60
Salary Payable (i)	58,200.00	6,98,400.00
Reimbursements (Optional)		
Fuel & Vehicle Main	0.00	0.00
Driver Salary	0.00	0.00
Attire Allowance	0.00	0.00
Books & Magazine	0.00	0.00
Entertainment Allowance	0.00	0.00
Food Coupons	0.00	0.00
Monthly Reimbursement (ii)	0.00	0.00
Total Salary	58,200.00	6,98,400.00
PF Employer Contribution	1,800.00	21,600.00
Fixed Cost	60,000.00	7,20,000.00
Variable/Retention Cost	0.00	0.00
Total Cost to the company		7,20,000.00
*Additional Benefits	(On-Top of Fixed CTC and Subject to Confirmation)	
MBO (3% of your Fixed Cost and)		As per Company's MBO Payment Policy
Group Medical Coverage (Mediclaim Policy)		As per scheme
Gratuity		As per law

- * CRIF Solutions reviews its compensation structure, additional benefits and policies from time to time. The compensation structure and benefits offered to you in this letter are subject to change and the same will be communicated to you at the joining date or at a later date when such changes become applicable.
- Any employee deduction will be governed by applicable laws and prevalent company policy, and will be subject to change.

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Annexure II List of Documents

1. Listed below are the documents that you need to share (Softcopy) before joining & furnish (in Photocopy) at the time of joining, Joining will not happen without these documents.

- a. Last Salary Slip/Professional Relieving Letter from previous employer (last employment)
- b. Recent highest qualification certificates.
- c. CRIF Offer Letter
- d. Date Of Birth Proof (ONE of the following): Birth Certificate, Class 10 Board Certificate, Passport, Pan Card, Driving license)
- e. Photo ID (ONE of the following): Voters ID, Driving license,, Passport, Ration Card, PAN card, Affidavit (Original with Photo) duly attested by the Gazetted Officer, Bank Pass Book (with photograph) duly attested by Bank, 10th Class Certificate (with photo on it) or XII Board hall ticket (Class XII hall tickets will be accepted only for those candidates joining straight after school and don't have any other document)
- f. Address proof (ONE of the following):
 - I. Govt-issued ID card Copy – Voters ID, Aadhar Card, Driver's License, Passport, PAN Card & Ration Card
 - II. Affidavit (Original with Photo) duly attested by the Gazetted Officer
 - III. Bank Pass Book/Statement with Address & Latest Entry Page (within 3 months)
 - IV. Residence certificate by Tahsildaar or other govt. body
 - V. Postpaid connection bill
 - VI. Utility Bill (Electricity/Water/Landline Bill/Property Tax/Gas bill or slip within 3 months) Self or parents, in laws if married for female employees OR Rent Agreement Self or parents, in laws if married for female employees

The same document may be used as proof for more than one of the above requirements.

In the Event that you do not have any of the above mentioned documents for requirements e & f (Photo ID and Address proof) prior to your employment with CRIF, please furnish an affidavit with your name, Date Of Birth, photograph, father's name, address (permanent and temporary), educational qualification that has been ATTESTED BY A NOTARY. However you will be required to produce one of the documents mentioned above within 6 months from the date of joining.

2. In addition to the documents mentioned above, you are requested to provide the following documents & information. Please ensure that these documents and information are available with you on your date of joining.

Documents:

- a. Updated Resume
- b. Nationality Proof (Voters id, Passport, Driving license or any government approved proof indicating nationality)
- c. 4 recent Passport size Photographs.(measure 45mm by 35mm)

3. Experience Proof– please attach Relieving Letter and any of the following Documents for each employment declared in Background check form clearly mentioning Start &End Date of Tenure for each employment.

- Appointment Letter of Last Company + Last 3 months Salary Slips or
- Resignation Acceptance Letter or
- F&F (Full & Final) Settlement Document

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Information required for PF account:

4. Names and Date of Birth of Family members you would want to mention as nominees for the Provident Fund Schemes. Kindly fill Form 2 & Form 11.
5. If already a member of a provident fund (PF) scheme with previous employer, then:
 - Employer's name
 - Provident Fund account number from previous employer
 - Universal account number provided by your previous employer.
 - Date of joining & leaving from previous employer
 - Adhaar card copy
7. Please bring PAN card (If Available, carry/if applied, carry Acknowledgement Receipt /if not, kindly apply immediately).

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