

May 13, 2025

To,
Sajid Ansari
Mumbai

Dear Sajid,

We are pleased to offer you an appointment with 21N78E Creative Labs as a **Sr. Video Visualiser** as per the terms and conditions specified in this letter. Your appointment with 21N78E Creative Labs is subject to successful verification of your professional and qualification certificates provided by you.

The terms & conditions of your appointment will be as follows:

Salary & Benefits

You will be paid an all-inclusive compensation of **Rs. 5,40,000/- (Rs Five Lakh Forty Thousand)** per annum on a cost to the company basis. The break-up of the same is given in the Annexure attached.

1. General

Your initial posting will be in our office at Mumbai. However, your services are transferable at the discretion of the management, to any other section/department/ establishment or any of our subsidiary/associate companies or offices in India, or abroad. On being relocated, you will be granted sufficient time for the purpose. However, please note that should you fail to report at the location assigned; it shall be presumed that you have voluntarily abandoned our services.

As a member of an organisation that practices flexibility and continuous improvement in work processes and practices, your duties may be varied from time to time. Your employment will be subject to the company's established office rules / standing order as issued from time to time, in so far as they may be applicable to your position.

2. Working Hours & Days

General working hours will be from 10:00 am to 7:00 pm and working days will be Monday to Friday. However, for the ORM team, the workdays will be Monday to Saturday. All the employees are expected to be available over calls, emails, teams, etc. during the entire duration of the working hours.

3. Leave

You will be entitled to earned leave per annum as per the Company's leave policy. All types of leave should be approved by your Reporting Head, Functional Head & HR in the system with advance notice.

4. Salary Structure

Your salary/allowance and all other payment/benefits will be governed by the company's rules as well as statutory provisions in force from time to time and subject to deduction of appropriate taxes at source.

5. Confidentiality

In the course of your employment with the company, and by virtue of the position held by you, you may acquire knowledge regarding the company's work processes, business practices, other relevant data and information, or those of the company's clients. Such knowledge and information, howsoever obtained by you, shall not be disclosed or allowed to be disclosed to any person(s), or parties under any circumstances. This clause, however, will not be an impediment to your disclosing any information to a statutory authority, provided that in such a case, you will provide the management with written notice of this requirement prior to disclose.

- a) During your services with the company or thereafter, you will not divulge the company's confidential information including the customer's information to anyone or use the same for any purpose, other than in the interest of 21N78E Creative Labs.
- b) Your remuneration package is strictly confidential between you and the company and should be treated as same.
- c) You may not accept any professional assignment of any nature from any person, organization or commercial body directly or indirectly without a written prior permission of the company, as long you are in the services of the company.

6. Acts of Omission

You shall not during your employment or at any time after it's termination do or omit to do anything, which may injure or otherwise directly or indirectly damage the business of the company.

7. Poaching

You will not for a period of 12 months after termination of your employment with the Company, either on your own account or in conjunction with or on behalf of any person, firm or organization whatsoever directly or indirectly either:

- Approach 21N78E Creative Labs clients or potential clients
- Directly or indirectly canvas, entice, solicit or hire 21N78E Creative Labs employees

8. Software Copyrights / Piracy

- a) It is company policy to strictly adhere to the licensing conditions of any software that it uses. You will be required to strictly adhere to this policy. You must not copy or distribute for your own use, or any other person or company any software used or developed by the company unless it is under the express instruction of the Directors. Any breach of this clause may be treated as gross misconduct.
- b) The company has a policy for usage of computer facilities and Internet / Intranet, which you must make yourself aware of. Any violation would be deemed and treated as a serious misconduct.
- c) You would be responsible for any misuse of the facility, which exposes the company to any liability. You would be required to pay damages as applicable, for any liability that is caused to the company.
- d) You will immediately disclose to the company any invention, improvement, source code or design made by you whether alone or with others during your tenure with the company as an employee and whether or not the same is capable of protection as intellectual property by patent, copyright, design right, as a trade mark or by other means and you shall not use, disclose to any person or exploit the same without the express prior consent of the Company.
- e) You will execute and perform all duties as may be entrusted to you from time to time, in the above capacity or in any other capacity, to the best of your ability and also conduct yourself faithfully and conscientiously. The Company and its clients will have full and exclusive rights, benefits and privileges over the work done by you in the course of your employment with the Company and in no case will you have any rights, claims, benefits and/or privileges in such work.
- f) 50% of the repair cost will be recovered from the Employee, if any office equipment is damaged – wittingly or unwittingly.

9. Freelancing

You will be a full-time employee of the company and will not engage yourself in part time work, profession or employment either honorary or otherwise during the period of your employment. You will conform to all rules & regulations in force from time to time in the company. Upon joining, you may be required to sign and execute necessary agreements in relation to, inter alia, confidentiality, non-compete and intellectual property, which you will promptly do.

10. Travel

You may be required to travel on company work as and when necessary. In case of travel on company business, or your deputation, or travel in connection with your transfer, you will be entitled to such travel expenses/allowance as may be applicable to an employee in your position at that time.

11. Documents

You will be required to submit attested copies of educational certificates and other documents as may be required by the company. You should also bring along with you the original documents for verification. Please note that the company reserves the right not to accept you into employment or after such acceptance, to discharge you from the employment, if the certificates or letters or any of the information provided by you is found forged or untrue.

12. Age

On attaining the age of 58 years, you shall stand superannuated from our services.

13. Termination/Resignation from Employment

For “Confirmed Employees” either side may terminate the employment by giving 2months’ notice.

In the event of you tendering a resignation letter,

- a) The company shall hold all the payments due to you including any allowances, reimbursements, etc. which would be paid out in your full and final settlement.
- b) In the event of your resignation, the company shall have the option to waive the notice period partly or fully without paying you any salary or compensation for the notice period so waived.
- c) Should you leave the Company within 12 months of the completion of any Company sponsored training, the Company will seek reimbursement of, and you will be obliged to reimburse, the full costs of such training.
- d) During notice period employee will not be eligible for any referral award, bonus, variable, etc

You will be required to adhere to the Code of business conduct and standard of business behavior that we expect from all employees. You shall maintain proper discipline and dignity at your workplace. Any misconduct on your part including misappropriation of funds, dishonesty or violation of policies may lead to termination of your services without notice or compensation in lieu thereof.

If in the opinion of the management, you are found guilty of insubordination, insolence, gross negligence and/or dereliction of duty, dishonesty or embezzlement or of any conduct prejudicial to the 21N78E Creative Labs interest then your services may be terminated without notice or compensation in lieu thereof.

Notwithstanding the above, during the period of your probation or after your confirmation, in case you breach any of the clauses of this appointment, or you are found to have committed an act of misconduct or dereliction of duties or disobedience of the instructions given to you; your services may be terminated with immediate effect. In such event it would not be necessary for the

company to give you any notice whatsoever.

We welcome you to our organization and we look forward to a long and mutually beneficial association. You are requested to endorse your signature in the duplicate copy of this appointment letter and return as your acceptance of our offer.

For,
21N78E Creative Labs Pvt. Ltd.

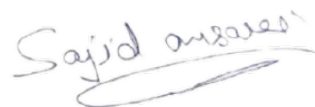


Lekha Ail
Director

I accept, the above terms and conditions, which form of my appointment with 21N78E Creative Labs Pvt. Ltd. The original of this letter is in my possession.

Name Sajid Ansari

Date 13th May 2025



Signature

Annexure

Date : May 13, 2025
Name : Sajid Ansari
Designation : Sr. Video Visualiser
Gross Annual Remuneration (CTC): of Rs. 5,40,000/-

Salary Components	Monthly (Rs)	Annual (Rs)
Basic	22,500	2,70,000
HRA	11,250	1,35,000
City Compensatory Allowance	11,250	1,35,000
Gross CTC (A)	45,000	5,40,000
Employer Contributions		
PF Employer 12%	-	-
ESIC Employer 3.25%	-	-
Total Employer Statutory Contribution (B)	-	-
Total CTC (A + B)	45,000	5,40,000
Less deduction from salary		
PF Employer 12%	0	
ESIC Employer 0.75%	-	
Professional Tax (In month Feb Rs. 300/-)	200	
Total Employee Statutory Contribution (C)	200	-
Net Take Home (A - C)	44,800	
Cost to Company (CTC) D = (A+B)		5,40,000

For 21N78E Creative Labs Pvt Ltd,



Lekha Ail
Director

Accepted and Agreed



Mr. Sajid Ansari