

## OFFER LETTER

21 Dec, 2024

Dear Chandresh,

We are pleased to offer you employment at Mintifi Finserve Private Limited. We feel that your skills and background will be valuable assets to our team.

As per our discussion, the position offered to you is “**Legal Manager**”. You will be placed at our **Surat** location. You will be entitled to an annual CTC of **INR 5,25,600.00 /- p.a. (Rupees Five Lakh Twenty-Five Thousand Six Hundred only)**. You will be on a probation period of **6 months** from the date of your employment. Subject to satisfactory performance during the probationary period, you will be confirmed in the services of the company. The detailed letter of Appointment with Salary Structure shall be issued to you after joining the duty.

Please provide the scanned copies of the following documents and submit filled and signed Mintifi Application Form along with your offer acceptance. We will be initiating your background verification check. The final decision of your employment with Mintifi will be decided basis a positive background verification report. If the background verification report comes negative at any time, before or during the course of your employment with Mintifi, your employment will be terminated effective immediately.

- Identity Proof – Aadhar Card, Pan Card
- Residence Proof – Aadhar Card – if matches with your permanent & current address, else rent agreement
- SSC, HSC, Graduation, Post-Graduation Marksheets
- Professional Certificates
- Employment Proof – All earlier employment’s relieving/ experience certificates & appointment letters
- Last 3 months salary slip
- 2 passport size photos

We look forward to welcoming you as a team member at Mintifi Finserve Private Limited.

As mutually agreed, you are expected to join the services on **23 Dec, 2024**.

**Mintifi Finserve Private Limited**

 Time Square Building, Andheri - Kurla Rd, Chimatpada, Marol, Andheri East, Mumbai, Maharashtra 400059

**CIN - U65990MH2018PTC304289**

 022- 66981240

 [help@mintifi.com](mailto:help@mintifi.com)

You are required to join us latest by Date of joining mentioned above, beyond which this offer stands cancelled unless otherwise either party communicates the said delay beforehand.

Kindly signify your acceptance by affixing your signature on the same and send the scan copy.

**Yours Truly,**  
**For MINTIFI FINSERVE PRIVATE LIMITED**  
**Mr. Ankit Mehta**  
**Co-Founder & Chief Architect**

\*Please refer to Annexure -1 for the compensation structure below

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**ANNEXURE-1**

**COMPENSATION PACKAGE**

- Annual CTC (cost to the company) would **INR 5,25,600.00** /- p.a. (**Rupees Five Lakh Twenty-Five Thousand Six Hundred only**).

-The break-up of your annual CTC is provided below:

<b>EARNINGS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
<b>Basic</b>	<b>16,800.00</b>	<b>2,01,600.00</b>
<b>HRA</b>	<b>8,400.00</b>	<b>1,00,800.00</b>
<b>Leave Travel Allowance</b>	<b>1,399.00</b>	<b>16,793.00</b>
<b>Books and Periodical Allowance</b>	<b>2,000.00</b>	<b>24,000.00</b>
<b>Special Allowance</b>	<b>13,401.00</b>	<b>1,60,807.00</b>
<b>SUB-TOTAL (A)</b>	<b>INR 42,000.00</b>	<b>INR 5,04,000.00</b>
<b>BENEFITS AND CONTRIBUTIONS (PART - B)</b>		
<b>PF - Employer</b>	<b>1,800.00</b>	<b>21,600.00</b>
<b>SUB-TOTAL (B)</b>	<b>1,800.00</b>	<b>21,600.00</b>
<b>TOTAL SALARY (A + B)</b>	<b>INR 43,800.00</b>	<b>INR 5,25,600.00</b>

**Note 1:** The salary structure may undergo minor re-structuring based on advice from Finance Consultant.