

Date : 19/04/2025
Name : Deepak Sen ,

OFFER LETTER

Dear **Deepak Sen** ,

We are pleased to offer you the position of **Trainer - Cleaning - SBC** with **Urban Company Limited** (referred hereafter as “**Urban Company**”). The terms of your employment with Urban Company shall be detailed out in an employment agreement ("Agreement") that you will sign upon joining Urban Company. Please understand that the terms set forth in this offer will only come into effect once the Agreement is actually signed by you.

We welcome you to Urban Company not just as an employee but also as a member of the Urban Company family.

We look forward to you joining us and thereafter growing together. The following points outline the terms and conditions of this offer:

1. Place and Date of joining:

Your initial place of posting will be at **Delhi, India**
This offer is valid upon your joining with us on or before **19/05/2025**

2. Salary

Your fixed compensation will be Rs. 5,34,000 p.a. (Break-up provided in Annexure A attached herewith).

You are also eligible to receive the benefits as set out in Annexure B.

3. Documents to be submitted:

On the above referred date of joining, you are also required to submit the following documents mentioned below:

- I. All documents relating to your identity, skills, experience, and qualifications, as required by Urban Company.
- II. Relieving letter and latest salary document (letter/ salary certificate/ pay slip) from your previous employer.
- III. PAN card.

Urban Company Limited

(Formerly known as UrbanClap Technologies India Limited & UrbanClap Technologies India Private Limited)

REGISTERED OFFICE:

Unit No. 8, Ground Floor,
Rectangle 1, D4, Saket District Centre,
New Delhi, 110017, Delhi, India

CORPORATE OFFICE:

7th & 8th Floor, Go Works,
Plot 183, Rajiv Nagar, Udyog Vihar
Phase, Sector 20,
Gurgaon - 122016, Haryana, India

4. Consent to Undergo Pre-Employment Screening & Provision of References:

To comply with its legal and regulatory obligations and in accordance with Urban Company policy, Urban Company may require you to consent to undergo a police record check or other background checks before we confirm your employment with Urban Company.

Prior to your commencement, you are required to provide Urban Company with a minimum of two nominated references, whom Urban Company will contact for references. Urban Company may conduct additional reference checks at their discretion and conduct such checks at their own behest or through third-parties.

This offer is contingent upon Urban Company's satisfactory due diligence of the documents submitted by you, completion of your background checks (as required) including educational qualifications, employment history and references among others. This offer may also be rescinded by Urban Company, at any point, in the event that Urban Company discovers any misrepresentation by you or the references.

5. Consent to use of Personal Data

As a part of the recruitment process you may share with Urban Company your personal data or Urban Company may procure this data via other means. You agree and consent to Urban Company collecting, processing and handling your personal data including sensitive data related to you for the recruitment process. Urban Company shall process and store such data as per applicable laws and generally accepted industry standards. You also consent to this data being used by Urban Company for the purposes mentioned in Section 4 above.

6. Accepting this offer

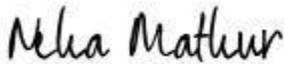
As a token of your acceptance of this offer, please sign a copy of the letter and return the scanned copy of the same to your HR representative within the next two (2) days.

7. If you have further questions

Contact your HR representative to talk about any aspects of this offer.

We look forward to welcoming you as part of the team and wish you success in your new role.

Yours sincerely,



Neha Mathur
Chief Human Resource Officer
For Urban Company Limited



Urban Company Limited

(Formerly known as UrbanClap Technologies India Limited & UrbanClap Technologies India Private Limited)

REGISTERED OFFICE:

Unit No. 8, Ground Floor,
Rectangle 1, D4, Saket District Centre,
New Delhi, 110017, Delhi, India

CORPORATE OFFICE:

7th & 8th Floor, Go Works,
Plot 183, Rajiv Nagar, Udyog Vihar
Phase, Sector 20,
Gurgaon - 122016, Haryana, India

ANNEXURE A
(Refer to Clause 2 above)

Your compensation shall be as detailed below:

Particulars	Annual	Monthly
Fixed Compensation	5,34,000	44,500
Basic Salary	2,67,000	22,250
HRA	1,33,500	11,125
Statutory Bonus [^]	0	0
Employer PF contribution [#]	21,600	1,800
Special Allowance [*]	1,11,900	9,325

Notes:

- **Flexible components provides the benefit to customize & manage taxable income & in-hand salary as per the requirement & can be opted for post joining by reducing Special allowance (Detailed in Annexure B)*
- *^ Statutory Bonus is paid monthly as per the company policy & in line with The Payment of Bonus Act.*
- *#Flexibility to choose between 12% of Actual Basic Salary & Min. PF contribution @ 1800 pm*
- *Gratuity is payable as per the Payment of Gratuity Act & company policy.*
- *All compensation stated above is subject to applicable tax laws, including tax deduction at source provisions.*

Urban Company Limited

(Formerly known as UrbanClap Technologies India Limited & UrbanClap Technologies India Private Limited)

REGISTERED OFFICE:

Unit No. 8, Ground Floor,
Rectangle 1, D4, Saket District Centre,
New Delhi, 110017, Delhi, India

CORPORATE OFFICE:

7th & 8th Floor, Go Works,
Plot 183, Rajiv Nagar, Udyog Vihar
Phase, Sector 20,
Gurgaon - 122016, Haryana, India

ANNEXURE B
(Refer to Clause 2 above)

I. Flexible Compensation:

Urban company allows for flexibility in your compensation structure; to enable individuals to balance cash-in-hand, taxation and retiral contributions in line with their needs.

Post joining, you can opt-in for these Flexible components, which shall get adjusted from your Special Allowance.

Flexi Components	Max Monthly Opt In	Max Annual Opt In
Telephone & Internet Allowance	INR 1,500	INR 18,000
Leave Travel Allowance	INR 50,000	INR 50,000
Food Allowance	INR 2,200	INR 26,400
Newspaper, Books & Periodicals	INR 3,000	INR 36,000
National Pension Scheme Contribution	Upto 10% of Basic Salary	

II. Medical Insurance:

With effect from the commencement of your employment with the Company, you will be entitled to participate in the Company's Group Health Insurance Schemes in accordance with the Company policy including:

- Medical insurance for employee, spouse & 2 dependent children with family sum insured of INR 7 lakhs.
- As an inclusive workplace, the medical insurance policy has been extended for same gender partners and LGBTQIA+.

III. Life Insurance

With effect from the commencement of your employment with the Company, you will be a part of the Group Life Insurance with coverage of up to 3X of the annual fixed compensation.

IV. Wellness Benefit:

- **Employee Assistance Program:** Whether your goal is to manage stress, achieve work life balance or just live healthier, you can take advantage of the counselling support benefit.
- **Doctor Tele-consultation:** We have partnered with leading providers to provide you free of cost access to 24*7 doctor consultations for self & family.

Urban Company Limited

(Formerly known as UrbanClap Technologies India Limited & UrbanClap Technologies India Private Limited)

REGISTERED OFFICE:

Unit No. 8, Ground Floor,
Rectangle 1, D4, Saket District Centre,
New Delhi, 110017, Delhi, India

CORPORATE OFFICE:

7th & 8th Floor, Go Works,
Plot 183, Rajiv Nagar, Udyog Vihar
Phase, Sector 20,
Gurgaon - 122016, Haryana, India

V. Leaves

- **24 days of general leave** which allows for time-offs for employees
- **30 days** of physical & mental **wellness leaves** to recover from physical, mental, or emotional health issues
- Gender neutral & inclusive parental leave policy which recognizes all ways people choose to become parents (natural child birth, adoption, surrogacy). The **primary caregiver** (gender agnostic) gets **26 weeks** of leave & **secondary caregiver** to get **4 weeks** of leave
- Extended paid leave & sabbatical at the discretion of the management
- The above leaves are subject to the Employee Leave Policy and other applicable policies of Urban Company.

VI. UC Credits

Monthly credits for you to experience the wide range of professional services provided by UC at the comfort of your home.

VII. Relocation Assistance

Employees are entitled to claim legitimate expenses incurred on travel, accommodation, goods movement, and visa Cost (for relocation to international locations from India) as part of relocation at the time of joining or transfers thereafter. The organization also grants 3 days of relocation leave. The benefit shall be in accordance with the prevailing company policy.

The benefits mentioned above are subject to company policy & may be modified at discretion without notice.



Urban Company Limited

(Formerly known as UrbanClap Technologies India Limited & UrbanClap Technologies India Private Limited)

REGISTERED OFFICE:

Unit No. 8, Ground Floor,
Rectangle 1, D4, Saket District Centre,
New Delhi, 110017, Delhi, India

CORPORATE OFFICE:

7th & 8th Floor, Go Works,
Plot 183, Rajiv Nagar, Udyog Vihar
Phase, Sector 20,
Gurgaon - 122016, Haryana, India