

Strictly Private and Confidential

20/06/2025

Employment Offer

To,
Anshul Khatana
village and post - Sunethi Kharkhadi, District, Saharanpur,
Uttar Pradesh- 247001,

Congratulations!

With reference to your application for employment and subsequent interview, we are pleased to offer you the position of **Sales Manager Grade M - 1** at **Noida**, in our Function **Sales, Agency** - Department.

Your Date of joining the services of the organization will be on or before **27/06/2025** on the following terms and conditions:

A. Fixed CTC Package: You will be entitled for an Annual Fixed CTC of INR **350,004.00** comprising the following: - Basic, Statutory Bonus, HRA, Special Allowance, Gratuity, Provident Fund and ESIC (if applicable) as per the Company's Compensation Policy mentioned in Annexure A. The Company reserves its right to alter/modify the different components/allowances in the total emoluments package, at its discretion at any time during the course of your employment.

B. Variable Compensation / Incentives & Bonuses: In Addition to the fixed compensation, you shall be eligible for Target Performance Bonus, which is __%of your annual Total Fixed CTC. Target Bonus is the Base line Target. The discretionary Annual Performance Bonus pay-out can be higher or lower than Target Bonus and is a result of very comprehensive review of individual performance, and the relevant guidelines from the group .The minimum/ maximum pay-out is at the sole discretion of the company. Pro-rata calculations is applied for employees where the employment tenure is less than 12 months during the calendar year for which the assessment is done by the company. All such bonuses / incentives will be processed at the sole discretion of the Company in line with the applicable Company's Policy and will be paid after deduction of applicable taxes as per Income tax guidelines and will be in accordance with Company's applicable plans and policies amended from time to time. Any performance linked bonuses / Performance Incentives / Other Bonuses shall only be payable to you, only if your employment with the Company has not been terminated or notice of termination of such employment has not been served by you or the Company on the date of payment of performance linked bonuses/Performance incentives/Other Bonuses.

C. You will be required to submit the copy of your resignation letter accepted by your current organization within five working days of accepting this offer.

D. This offer is subject to the Company obtaining satisfactory responses to your background reference checks and this offer shall stand null and void in the event of any discrepancy in your background verification with respect to your criminal records (if any), education, past employment and address; as provided by you at the time of accepting this offer.

E. This offer of employment is subject to you being found medically fit.

F. Your place of posting will be presently at **Noida**. You will be liable to be transferred in such capacity that the management may determine, to any other department/branch/establishment under the same management or same principals, whether existing or to be set up in future, provided your total emoluments are not adversely affected.

G. You will be on probation for a period of six months from the Date of Joining, which may be extended further, if deemed necessary. The Company will be fully entitled to terminate your services during probation with a notice of **15.00** day(s)'. In case your services, behavior, conduct and performance are found unsatisfactory.

H. On successful completion of the aforesaid probationary period to our satisfaction, you will be considered for regular appointment.

I. The Company will be fully entitled to terminate your services during permanent employment with **15.00** day(s)' notice without assigning any reason in case your services, behavior, conduct and performance are found unsatisfactory. You are bound to serve **15.00** day(s)' notice before leaving or else the Company reserves the right to recover an amount equivalent to the Basic Salary for the period by which the notice period is short. Also, the Company reserves right to recover amount equivalent to the extent of the damage or loss to the Company or the Company's property if any and also to the extent of any advance made by the Company to you.

J. In the event your service is terminated for fraud, theft or withholding of any information in the application form or for any other form of misconduct, notice pay will not be payable.

K. Upon termination or in case you have resigned, you will immediately give up all property, including, without limitation, all books, manuals, records, reports, notes, contracts, lists, blueprints, and other documents, or materials, supplied by the Company, and equipment furnished including, without limitation, records and any other materials supplied by the Company.

L. Your duties/responsibilities will be assigned by the management from time-to-time beside your regular duties. You shall carry out your duties faithfully and diligently, as per the exigencies of services. Should there be any reservation, problems or limitations of personal nature while executing and completing any assignment all such constraints should be brought to the notice of the management only after completing the assignment.

M. You shall not engage with or be associated in any way whether directly or indirectly and whether for or without remuneration in a trade or business whether on its own or in conjunction with any person, firm or body corporate, which, in the opinion of the Company is similar to or competitive with that carried on by the Company. Also, you shall not take any employment with any person, firm or body corporate, where, in the opinion of the Company, the nature of the duties to be performed or discharged by you, are similar or substantially similar to the nature of the duties performed or discharged by you during your employment with the Company. You will strictly observe and adhere to the rules and regulations of the

Company as now applicable or will be applicable / enforced from time to time in the future. You will also be expected to devote your whole time and attention to your duties to promote the interest of the Company.

N. The Company reserves the right to interpret, add, modify, amend or withdraw any or all the rules or policies from time as deemed fit, and such interpretation, addition, modification or amendment shall be final and binding upon, all employees.

O. You shall provide your residential address to the Company. Any change in address has to be communicated in writing and unless done so, the address in the records of the Company shall be treated as your residential address.

P. Your employment will be governed by the Terms & Conditions of the Appointment Letter that will be issued to you on your joining the Company subject to you fulfilling the terms and conditions of this offer letter. In case of any disputes or disagreements, Courts at Mumbai shall have the exclusive jurisdiction.

Q. You agree that, if you voluntarily leave the employment of the Company within twenty four months of taking up the appointment or separated by the company for any cause, any expenses incurred by the Company on your hiring such as relocation, joining bonus, any notice pay buyout etc. would be repaid by you or deducted from you in your salary or your full and final settlement.

R. You are requested to sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions and return the same to us on or before the Date of Joining as mentioned above. Kindly refer to "Annexure B" for the required mandatory documents to be submitted at your local office at the time of joining. This offer letter is only valid till seven working days from date of issuance and if we do not receive your acceptance to Offer Letter on or before one day from the expected Date of Joining, this employment offer shall automatically stand withdrawn by the Company.

S. By Accepting this Offer, you authorize Future Generali India Life Insurance Company Limited to use your Aadhaar for verification / authentication / eKYC for EPFO Registration / UAN Generation purpose.

We welcome you to our Organization and believe that you will enjoy working here and in contributing to its growth and prosperity. Kindly sign, date, and return this letter for our records as a token of your acceptance of the terms and conditions highlighted above.

SIGNED BY the Candidate,

I, the undersigned have read & understood the above terms and conditions and hereby acknowledge my acceptance; For and on behalf of Future Generali India Life Insurance Company Limited.

Digitally signed by
Reena Tyagi

Anshul Khatana
20/06/2025

Future Group's and Generali Group's liability is restricted to the extent of their shareholding in Future Generali India Life Insurance Company Limited. Future Generali India Life Insurance Company Limited (IRDAI Regn. No.: 133) (CIN: U66010MH2006PLC165288). Regd. & Corporate Office address: Unit 801 and 802, 8th floor, Tower C, Embassy 247 Park, L.B.S. Marg, Vikhroli (W), Mumbai - 400083 | Fax: 022-4097 6600 | Email: care@futuregenerali.in | Call us at 1800 102 2355 | Website: life.futuregenerali.in

Annual Employee Total Rewards Plan

Name in Full: Anshul Khatana			
Designation:	Sales Manager	Date of Joining:	27/06/2025
Grade:	M - 1	Branch / Location:	Noida
Function:	Sales	Reporting Manager Name:	Ravindra .
Department:	Agency	Reporting Manager Designation:	Area Manager

Salary Component /Breakup:	Monthly (INR)	Amount	Annual (INR)	Amount	Description as per policy guidelines
Basic Salary	10,208.00		122,496.00		35% of offered Annual Fixed CTC
House Rent Allowance	5,104.00		61,248.00		50% of Basic Salary
Statutory Bonus	1,400.00		16,800.00		As per Bonus Act & guidelines
Special Allowance	10,164.00		121,968.00		Balancing Figure
Gross Salary (A)	26,876.00		322,512.00		Gross Salary / Income, Payable in Salary
Provident Fund	1,800.00		21,600.00		Employer Contribution as per EPFO Act & guidelines
Gratuity	491.00		5,892.00		Employer Contribution allocated at 4.81% of Basic Salary
ESIC	0.00		0.00		Employer Contribution as per ESIC Act & guidelines
Gross Debits (B)	2,291.00		27,492.00		
Total Annual Fixed CTC (A+B)	29,167.00		350,004.00		

Future Group's and Generali Group's liability is restricted to the extent of their shareholding in Future Generali India Life Insurance Company Limited. Future Generali India Life Insurance Company Limited (IRDAI Regn. No.: 133) (CIN: U66010MH2006PLC165288). Regd. & Corporate Office address: Unit 801 and 802, 8th floor, Tower C, Embassy 247 Park, L.B.S. Marg, Vikhroli (W), Mumbai - 400083 | Fax: 022-4097 6600 | Email: care@futuregenerali.in | Call us at 1800 102 2355 | Website: life.futuregenerali.in

Flexible Benefit Plan (FBP)

**Applicable only, if CTC is 6 Lacs or above. For more details, you may refer the Compensation Policy.

Leave Allowance (LTA)	Travel	Up to INR 120,000/- per annum
Telephone Reimbursement		Up to INR 36,000/- per annum
Books & Periodicals		Up to INR 36,000/- per annum
Superannuation		Max. of INR 15% of Basic Salary or INR 150,000 per annum
NPS		Maximum 10% of Basic Salary or minimum of INR 6,000/- per annum
Meal Card		INR 24,000/- per annum
Car Lease		Only for M6 & above, subject to needful documentation as required by Leasing Company
Vehicle Running & Maintenance		Applicable for M6 & above subject to maximum of INR 360,000 in case opted for Car Lease otherwise INR 1800/- per month
Driver's Salary		Applicable for M6 & above subject to maximum of INR 360,000 for employees opted for Car Lease or INR 900/- per month
Notes:		
1.	Leave Travel Allowance (LTA), Telephone Reimbursement, Fuel Reimbursement, Vehicle repairs & maintenance, Driver's Salary and Books & Periodicals are the only components considered as FBP reimbursements and shall be paid subject to submission of online claim with needful supporting's on monthly basis.	
2.	Company has banking relationship with the following banks only viz., HDFC, ICICI, YES, Au Small Finance and CITI Bank. In case you have an account with any of these banks, you may furnish a personalized cancelled cheque to your HR for incorporating in payroll & other salary account benefits offered by the bank.	
3.	Clawback amount Joining Bonus - null" You would be eligible for the above additional payment(s) over to the Total Fixed CTC 350,000.00 offered to you: Amount mentioned hereinabove shall be paid to you as per 'Payment Schedule Terms', post accounting of applicable taxes, as per the income tax guidelines. In the event of your exit from the company before completion of 24 months, the entire amount will stand as the recovery during separation and shall be accounted from your full and final settlement.	

Future Group's and Generali Group's liability is restricted to the extent of their shareholding in Future Generali India Life Insurance Company Limited. Future Generali India Life Insurance Company Limited (IRDAI Regn. No.: 133) (CIN: U66010MH2006PLC165288). Regd. & Corporate Office address: Unit 801 and 802, 8th floor, Tower C, Embassy 247 Park, L.B.S. Marg, Vikhroli (W), Mumbai - 400083 | Fax: 022-4097 6600 | Email: care@futuregenerali.in | Call us at 1800 102 2355 | Website: life.futuregenerali.in

ON BOARDING CHECKLIST


For a seamless and effective joining process, the below mentioned checklist is to be strictly followed / complied;

- Pre-Joining documents (Point 1-6 of [A]) are required to be uploaded and submitted in FGMYSAPCE before joining.
- Point 7-11 of [A] is to be uploaded by respective RHR/HRBP in FGMYSAPCE during Onboarding.
- Immediate Supervisor/ BOE/ HR shall verify all joining documents as mentioned in the checklist below & approve the joining formalities.
- Form 11 of ePF shall be mandatory for UAN Generation / mapping of EPF. Salary will be processed, only if all the complete documents / information is updated on FGMYSAPCE on or before 20th of the month.
- Business card request should be applied post joining through FGMYSAPCE.

Sr.No.	Document Description	Submission Ownership
A	Pre joining Documents to be acquired by Recruiting Human Resources Team	
01.	Curriculum Vitae	Candidate
02.	Salary proofs of prior Organization (latest salary revision letter / offer letter / salary slip)	Candidate
03.	Copy of PAN (mandatory)	Candidate
04.	Copy of Address Proof (mandatory)	Candidate
04.	AddressProof	Candidate
05.	Copy of Offer Letter & CTC Break up sheet (acknowledged & selfattested by employee)	Candidate
06.	Consent Declaration Form duly signed by candidate	Candidate
07.	Employee Reference Check performed & duly signed by RHR/ZHR	Human Resources
08.	List of Recommended candidates	Human Resources
09.	Relative Declaration Form & IRDA Pan check	Human Resources
10.	Interview Assessment Sheet (signed by immediate supervisor & HR as per guidelines)	Human Resources Human Resources
11.	Hiring details including Compensation & Designation details (duly signed / approved by Zonal / Regional HR)	Human Resources

Future Group's and Generali Group's liability is restricted to the extent of their shareholding in Future Generali India Life Insurance Company Limited. Future Generali India Life Insurance Company Limited (IRDAI Regn. No.: 133) (CIN: U66010MH2006PLC165288). Regd. & Corporate Office address: Unit 801 and 802, 8th floor, Tower C, Embassy 247 Park, L.B.S. Marg, Vikhroli (W), Mumbai - 400083 | Fax: 022-4097 6600 | Email: care@futuregenerali.in | Call us at 1800 102 2355 | Website: life.futuregenerali.in

B	Joining Documents to be submitted by Candidate & collected by Recruiting HR Team / BOE's at the time of joining through FGMYSpace	
1.	3 x Passport size photograph with Cobalt Blue background attached to the ID Card application Form	Employee
2.	Resignation Acceptance proof / Relieving letter of last employer	Employee
3.	Experience certificates / Relieving Letter of previous two employments.	Employee
4.	Educational certificates: Mark list + Passing Certificate (Graduation and above) (All certificates to be attested by your Superior OR gazette officers/SEO's appointed by government)	Employee
5.	Form 1A / IC-38 related documents / declaration signed by the candidate	Employee
6.	Form 11 (Revised) Declaration Form for EPF & EPS (Mandatory) (duly signed by the employee)	Employee
7.	Group Term Insurance / Common Nomination Form (duly signed by the employee)	Employee
8.	Gratuity Nomination - Form F (duly signed by the employee)	Employee
9.	Form 12B (for furnishing details of income from previous employer U/s. 192(2)) of Income Tax Act, in FGMYSpace	Employee
10.	Personalized cancelled cheque, if holding an account with any of the following bank (HDFC / ICICI / AU Small Finance). In case you do not hold an account with any of the mentioned bank, you may touch base your RHR / ZHR to help you with one in order to get your salary credits.	Employee / Human Resources



Future Group's and Generali Group's liability is restricted to the extent of their shareholding in Future Generali India Life Insurance Company Limited. Future Generali India Life Insurance Company Limited (IRDAI Regn. No.: 133) (CIN: U66010MH2006PLC165288). Regd. & Corporate Office address: Unit 801 and 802, 8th floor, Tower C, Embassy 247 Park, L.B.S. Marg, Vikhroli (W), Mumbai - 400083 | Fax: 022-4097 6600 | Email: care@futuregenerali.in | Call us at 1800 102 2355 | Website: life.futuregenerali.in