

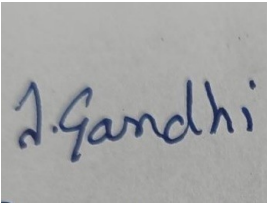
**June 29, 2023**  
**Suraj Mishra,**  
**Mumbai - Boston**

**Letter Of Offer**

Dear **Suraj Mishra,**

We are pleased to offer you position of **Assistant Relationship Manager - LOY (In Career Level - Officer)** in our **Mumbai - Boston** office. The Total Fixed Cost offered is Rs. **2,85,000 (Two Lakhs Eighty Five Thousand Only)** and the breakup is as given below.

<b>Components</b>	<b>Per Month (in Rs.)</b>	<b>Per Annum (in Rs.)</b>
Basic	14,500	1,74,000
HRA/ Housing Entitlement	725	8,700
Supplementary Allowance	4,819	57,831
Statutory Bonus	1,208	14,500
<b>Retiral Benefits</b>		
Provident Fund		21,600
Gratuity		8,369
<b>Total Fixed Cost</b>	<b>21,253</b>	<b>2,85,000</b>



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**Tata AIA Life Insurance Company Ltd.**

Central Processing Unit B - wing, 9<sup>th</sup> Floor, I-Think Techno Campus, Behind TCS, Pokhran Road No. 2, Close to Eastern Express Highway, Thane (West) – 400 607. Board Tel no.: +91 22 6647 9000.

Registered & Corporate Address: 14<sup>th</sup> Floor, Tower A, Peninsula Business Park, Senapati Bapat Marg, Lower Parel, Mumbai 400013.

Board Tel no.: +91 22 6649 8000 Website: www.tataaia.com (IRDAI Regn. No. 110 • CIN: U66010MH2000PLC128403).

### Guidelines of Flexi Allowance Plan (FAP):

a) Each employee is entitled to exercise his / her choice of apportionment of FAP subject to total limits available against each allowance.	
b) The below selection shall be taxable / non taxable as provided for under the Income Tax act and the rule there made under and amended from time to time	
Pay Component	Eligibility Limits (Per Annum)
Superannuation	15% of Basic Salary (only applicable to employees, joined before 1st Jan 2012 as per eligibility) to the maximum limit of INR 1 Lac Per Annum.
National Pension System (NPS)	Corporate contribution - 10% of Basic Salary Individual Contribution - Allowed in monthly payroll cycle. (Exempt upto 50 K over & above 80CC limit)
Meal Coupon	Zeta Digital Coupons, options given as below: <ul style="list-style-type: none"> <li>• INR 1100 Per Month</li> <li>• INR 2200 Per Month</li> <li>• INR 2970 Per Month</li> </ul>
Gift Coupon	Fixed INR 5000 Per Annum, 100% Tax free under Gift perquisite rule Available for selection: <ul style="list-style-type: none"> <li>• For existing employees in April &amp; June every year</li> <li>• For newly joined employees within 30 days of joining till the month before Diwali</li> </ul>
Child Education	Based on option, INR 100 per month per child up to a maximum 2 children
Hostel allowance	Based on option, INR 300 per month per child up to a maximum 2 children
Leave Travel Allowance	LTA eligibility (Yes / No) as per existing grade criteria will be Fixed 1 month Basic Salary. The option will be available for changes: <ul style="list-style-type: none"> <li>• Existing employees during April</li> <li>• Newly joined employees within 30 days post joining</li> </ul>
Car Lease	Below components will be as per limits defined for grades respectively: <ul style="list-style-type: none"> <li>• Car Lease rent</li> <li>• Driver's Salary Reimbursement</li> <li>• Fuel reimbursement</li> </ul>
Personal Car Fuel Reimbursements	Below components will be as per limits defined for grades respectively: <ul style="list-style-type: none"> <li>• AM &amp; Manager = INR 75,000 Per Annum</li> <li>• SM &amp; AVP = INR 90,000 Per Annum</li> <li>• VP &amp; Above = INR 144,000 Per Annum</li> </ul>
Vehicle Maintenance Reimbursement	Below components will be as per limits defined for grades respectively: <ul style="list-style-type: none"> <li>• AM &amp; Manager = INR 24,000 Per Annum</li> <li>• SM &amp; AVP = INR 36,000 Per Annum</li> <li>• VP &amp; Above = INR 50,000 Per Annum</li> </ul>
Driver's Salary Reimbursement	Below components will be as per limits defined for grades respectively: <ul style="list-style-type: none"> <li>• Manager = INR 90,000 Per Annum</li> <li>• SM &amp; AVP = INR 120,000 Per Annum</li> <li>• VP = INR 240,000 Per Annum</li> <li>• SVP &amp; Above = 300000 Per Annum</li> </ul>
Professional Development	INR 50,000 & INR 100,000 Per Annum (Annual reimbursement)

Other Benefits: *	Cover
<b>Mediclaim Insurance Cover:</b> Hospitalization expenses shall be reimbursed / cash less for Self, Spouse and up to 2	Rs.400,000/- per annum Manager and below

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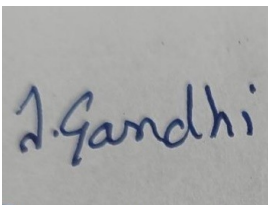
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dependent children on a family floater basis.	Rs.700,000/- per annum Sr. Manager and above
<b>Voluntary Group Medclaim Insurance Cover:</b> For Parents & In-laws of employees, this Insurance cover can be taken by an employee on a <b>voluntary</b> basis for Parents & In-laws. Hospitalization expenses for Parents & In-laws shall be reimbursed on a family floater basis.	Rs.400,000/- per annum
<b>Group Life Insurance Cover:</b> In the unfortunate event of death on account of an accident or natural causes, an employee's nominee shall be eligible for an insurance claim benefit. In addition, terminal illness benefits have been provided under this policy.	6 times of Annual Driving Salary (i.e. Cost To Company minus Retirals) or 10 Lakhs, whichever is higher Retirals) or 10 Lakhs, whichever is higher
<b>Employee Deposit Linked Insurance:</b> This benefit accrues through Employer contributions to the Provident Fund scheme in the event of death.	Rs.601,000/-
<b>Group Personal Accident Insurance Cover:</b> All employees are covered for 24 hours, worldwide under this policy. The policy covers an employee in the event of bodily injury due to an accident. The policy also covers temporary or permanent disability due to an accident.	>Death Benefit - Max of 6.25 times of Annual Basic salary or minimum Rs 15 lacs whichever is higher upto maximum Rs 1 Cr >Spouse Cover - 10% of Employee Sum Insured on Capital Cover* Capital Cover* - Accidental Death, Dismemberment, Permanent Total Disability and Permanent Partial Disability

- Gross Monthly Total is subject to tax and other deductions as per norms.
- Gratuity shall be payable in accordance with The Payment of Gratuity Act, 1972, as applicable, which is minimum of 5 years of continuous service.

- Payment of any performance pay or any discretionary bonus / Ex-Gratia is not obligatory and shall be paid solely and exclusively at the option, choice and discretion of the Company. Such discretionary payments towards performance pay / Bonus / Ex-Gratia shall be paid only if the you are employed as a permanent employee on the employment rolls of the Company on the date such performance pay / Bonus / Ex-Gratia is payable. Such payments shall also not be payable nor shall the Company be liable for any such payment in the event you have resigned and are serving the notice period post resignation in the Company.
- This offer of employment shall be valid for a period of seven (07) days from the date of this offer letter and shall stand automatically cancelled unless you confirm your acceptance. Company has the rights to revoke the offer anytime during the validity period without assigning any reason whatsoever.
- This is an offer break up document not construing to be an Appointment letter. The appointment is subject to your being declared medically fit and clearing background verification checks.

Best wishes,  
For **Tata AIA Life Insurance Company Ltd.**



**Jinesh Gandhi**  
**Assistant Vice President - Human Resources**

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For any clarification, please revert to us.  
Regards,  
Hiring Team  
Tata AIA Life Insurance Company Ltd.  
14th Floor, Tower A, Peninsula Business Park,  
Senapati Bapat Marg, Lower Parel,  
Mumbai 400 013.  
Telephone: 022 - 6649 800

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