

# LETTER OF INTENT FOR EMPLOYMENT

[STRICTLY CONFIDENTIAL]

Ref No:

Date: 23/04/24

Name : FIZA UNNISA S

Address: \_\_\_\_\_

City : TUMKUR

Dear FIZA UNNISA S

We are pleased to express our interest in considering you for the position of **Sales Trainee** at Grihum Housing Finance Limited ("Grihum" or the "Company"), following your recent participation in our recruitment process. This Letter of Intent (LOI) is intended to outline the proposed terms of employment and the next steps, subject to your acceptance, our further assessment and subject to the terms outlined hereunder, including pre-employment checks.

1. **Proposed Employment Terms**

Attached as **Annexure**, you will find a detailed breakdown of the proposed remuneration, which is not limited to basic salary, allowances, and other benefits that constitute the Total Compensation Package.

2. **Conditions & Pre-requisite Checks**

Your consideration for this position is contingent upon submission & verification of documents. Failure to comply with any of the clause may lead to revocation of LOI, Offer or termination of employment.

- Employment Application Form (EAF) along with all declarations and documents.
- Successful completion of Know Your Customer (KYC), CIBIL and other mandatory checks.
- Medical fitment certificate as prescribed by the organisation 7 days prior to joining.
- Submission of passing certificate on completion of ongoing course within 6 months.

3. **Binding Nature of Acceptance**

By accepting this LOI, the organisation shall issue the offer of appointment and you shall be eligible to seek any other job opportunity through campus and you would be out of campus recruitment process.

4. **Confidentiality**

This LOI and the terms herein are confidential. You are required not to disclose any information to any third parties without the express written consent of Grihum Housing Finance Limited. This includes your immediate family members and campus placement committee/officers.

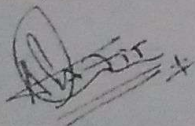
5. **Acceptance**

Please indicate your acceptance of this LOI by signing and returning a copy of this LOI along with the necessary pre-employment checks.

6. For all future communications, you are requested to coordinate with Ms. Pooja Joshi at [pooja.joshi@grihumhousing.com](mailto:pooja.joshi@grihumhousing.com)

We look forward to the prospect of you joining our team and your positive response.

For, Grihum Housing Finance Limited



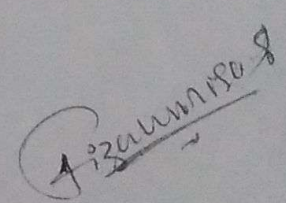
Anurag Pandit  
Lead- Talent Acquisition  
Human Resource Department

**Grihum Housing Finance Limited**

(Formerly, Poonawalla Housing Finance Limited)

CIN: U65922PN2004PLC208751 | ☎ 020-67808091 | ✉ [info@grihumhousing.com](mailto:info@grihumhousing.com)

Registered Office: 602, 6<sup>th</sup> Floor, Zero One IT Park, Survey No. 79/1, Ghorpadi, Mundhwa Road, Pune - 411036







ANNEXURE  
COMPENSATION STRUCTURE

Pay Components	Monthly	Annually
Basic	10,000	1,20,000
Special Allowance	7,719	92,628
House Rent Allowance	5,000	60,000
Employer PF	1,800	21,600
Gratuity	481	5,772
<b>Total Fixed CTC</b>	<b>25,000</b>	<b>3,00,000</b>
Mobile And Conveyance	2,500	30,000
Monthly Variable	10,000	1,20,000
<b>Total Variable</b>	<b>12,500</b>	<b>1,50,000</b>
<b>Total CTC</b>	<b>37,500</b>	<b>4,50,000</b>

\* Gratuity is payable as per the Gratuity act

\*\* Monthly variable is an indicative number and actual variable is payable basis the satisfactory performance as per the applicable incentive scheme

# You shall be eligible to participate in the employee insurance policies offered by the organisation

For, Grihum Housing Finance Limited

Anurag Pandit  
Lead- Talent Acquisition  
Human Resource Department

Acknowledgment and Acceptance by Recipient

I, FIZA UNNISA-S, daughter/son of SYED SHAFI, having my permanent account number AHPPE2266F and Aadhar number 738990687656, hereby acknowledge and agree to the terms outlined in this Letter of Intent (LOI). I understand that this LOI is contingent upon successful completion of documentation, employment checks and that the Company reserves the right to revoke it based on the outcomes of these checks. I commit to providing accurate information and to adhere to the terms of acceptance as outlined above.

Signature

Recipient Name:

Date: 23/04/2023