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**LETTER OF INTENT FOR EMPLOYMENT**  
[STRICTLY CONFIDENTIAL]

Ref No:

Date: 29/04/2024

Name: VAISHNAVI, H.R.

Address: TUMKUR

City: TUMKUR

Dear VAISHNAVI H.R.

We are pleased to express our interest in considering you for the position of **Sales Trainee - AH** 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 in the recruitment process, subject to your acceptance, our further assessment and subject to the terms outlined herein and the completion of certain pre-employment checks.

**1. Proposed Employment Terms**

Attached as **Annexure**, you will find a detailed breakdown of the proposed remuneration package, which is but not limited to basic salary, allowances, and other benefits that constitute the Total Cost to Company (TCC).

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

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

- a) Employment Application Form (EAF) along with all declarations and documentation within 24 hours of receiving this LOI.
- b) Successful completion of Know Your Customer (KYC), CIBIL and other mandatory checks.
- c) Medical fitment certificate as prescribed by the organisation 7 days prior to joining the organisation.
- d) Submission of passing certificate on completion of ongoing course within 6 months of joining the organisation.

**3. Binding Nature of Acceptance**

By accepting this LOI, the organisation shall issue the offer of appointment and you shall be bound to accept the same and shall not seek any other job opportunity through campus and you would be out of campus placement process for any future opportunities.

**4. Confidentiality**

This LOI and the terms herein are confidential. You are required not to disclose any information regarding the LOI to any third parties without the express written consent of Grihum Housing Finance Limited. This confidentiality shall be the same with your immediate family members and campus placement committee/office.

**5. Acceptance**

Please indicate your acceptance of this LOI by signing and returning a copy of this document, after which we will proceed with the necessary pre-employment checks.

6. For all future communications, you are requested to coordinate with Ms. Pooja Joshi (Human Resources) 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

Vaishnavi HR

**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		
Special Allowance	10,000	1,20,000
House Rent Allowance	7,719	92,628
Employer PF	5,000	60,000
Gratuity	1,800	21,600
	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 applicable incentive scheme
- # You shall be eligible to participate in the employee insurance policies offered by the organization

For, Grihum Housing Finance Limited



Anurag Pandit  
Lead- Talent Acquisition  
Human Resource Department

Acknowledgment and Acceptance by Recipient

I, Vaishnavi. HR daughter/son of Ramchandraiah  
permanent account number BMQPN3604C and Aadhar number 492809881181  
acknowledge and agree to the terms outlined in this Letter of Intent (LOI). I understand that the successful completion of documentation, employment checks and that the Company reserves the right to hire or not on the outcomes of these checks. I commit to providing accurate information and to abide by the terms as outlined above.

Vaishnavi. HR  
Signature

Recipient Name:

Date: 23/04/2024

**Grihum Housing Finance Limited**

(Formerly known as Grihum Housing Finance Limited)

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