

18th June, 2024

Mr. Mohammed Taalib Shaikh
213, Rehab Building No. 2,
Irani Wadi, Malad, Mumbai.

Subject: Letter of Intent

Dear Taalib

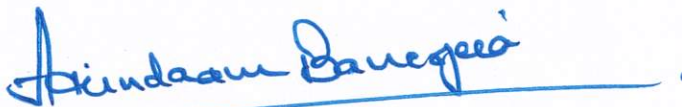
Based on our discussions over the past few days, we are delighted to offer you the position of Sales Executive as Band 4 from 20th June 2024.

Please revert with your acceptance to this LOI by sending us a signed copy of the same within seven (7) days of the date of issuance of this letter, failing which this offer shall stand cancelled.

This offer is valid subsequent to your clearing the pre-employment medical examination.

The terms and conditions of your employment will be explained to you in the appointment letter.

With best regards,



Arindaam Banerjee
Director – Human Resources

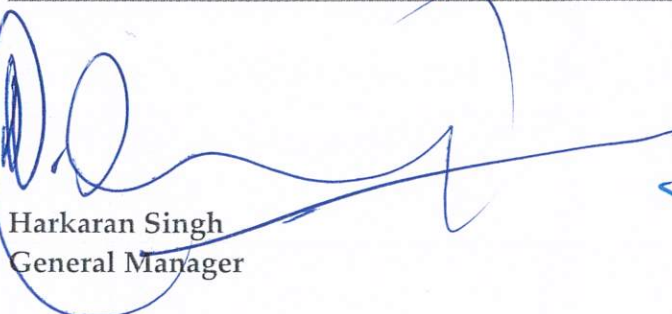
Annexure A | Annual Cost to Company details

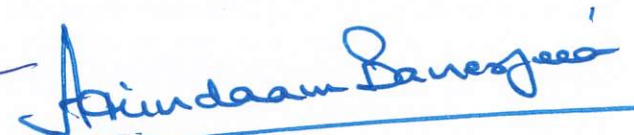
Name	Mohammed Taalib Shaikh
Band	4
Date of Joining	20th June 2024
Designation	Sales Executive
Unit	Aurika, Mumbai Skycity

	Rs. / Month	Rs./ Annum	
<u>Salary & Allowances</u>			
Basic Salary	3,200	38,400	Taxable
House Rent Allowance @ 50% of basic salary	1,600	19,200	
Conveyance Allowance	6,668	80,016	
Education Allowance	6,668	80,016	
Total Gross (A)	18,136	2,17,632	
Provident Fund @ 13% of Gross or Rs 15000/- (whichever is Lower)	1,950	23,400	
Employee State Insurance @ 3.25% of gross salary	589	7,073	
Total (B)	2,539	30,473	
<u>Incentives</u>			
Performance bonus (Calculated on "On Target" rating)	960	11,520	
Total (C)	960	11,520	
<u>Benefits</u>			
Gratuity @ 4.81% of basic salary	154	1,847	
Premium Personal Accident Cover Policy	25	300	PA-Coverage as per policy for self only
Total (D)	179	2,147	
Overall Cost (A+B+C+D)	21,814	2,61,772	

Performance Bonus as defined is the "On Target" performance bonus for your band. This amount will vary based on Company's/ your individual performance. Payouts will be governed by the company's Performance Bonus Scheme, including future amendments, if any.

All government assessed taxes including professional tax and income tax are deductible from your salary.


Harkaran Singh
General Manager


Arindaam Banerjee
Director – Human Resources

Aurika, Mumbai Skycity

NS C-04, CTS No. 145 A, Skycity, Sahar Airport Road,

Near Mumbai International Airport, Mumbai, Maharashtra – 400099, India

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(A unit of Iora Hotels Private Limited | CIN: U55101DL2009PTC192981)

Regd. office: Asset No. 6, Aerocity Hospitality District, New Delhi – 110037, India

Central Reservations: +91 9911701701 | www.aurikahotels.com

19th June, 2024

To whomsoever it may concern

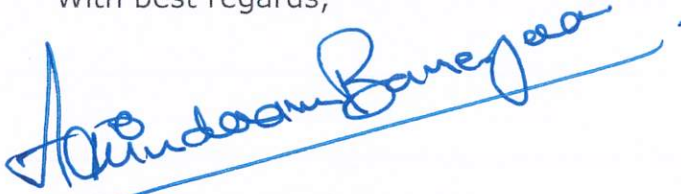
This is to certify that **Mr. Mohammed Taalib Shaikh** has been selected to join Aurika, Mumbai SkyCity.

His communication address communicated to us 213, Rehab Building No. 02, Irani Wadi, Malad East, Mumbai – 400097, Maharashtra.

You are requested to do the necessary verification and issue his **Police Clearance Certificate / Character Certificate**. The same is needed for records to be maintained at our end.

Thank You,

With best regards,



Arindaam Banerjeea
Director – Human Resources

Date: 4th April, 2024

Dear Mr. Dhruv Walinjkar,

This has reference to your application and the subsequent interview you had with us. We are pleased to inform you that you are being offered the position of "Assistant Steward" in the Food & Beverage Service Department at EIH Ltd for Unit - Trident Nariman Point & The Oberoi Mumbai.

You will be governed by the terms and conditions as applicable to employees in your category in our Organization. A formal letter of appointment will be issued to you on joining duty.

You will report to Trident, Nariman Point, Mumbai - Human Resources on 3rd June, 2024 at 9.00 a.m. for medicals and shall join duty on 15th June, 2024 subject to your medical fitness.

You are requested to bring along three (03) photocopies of the documents listed below:

- ⑥ Ten Passport-size photographs (Red background)
 - Experience Letter; Last three month's salary slips and Appointment Letter, if applicable
 - Three reference letters on the letterhead of your faculty, if selected in a campus interview
 - Educational Mark sheets and Certificates
 - Driving License (If applicable)
 - Marriage Certificate (If applicable)
- ⑥ Proof of Present Address - Current month Electricity/Gas/Telephone Bill and/or Agreement copy if you reside in Mumbai on a rental basis
- ✓ AADHAR Card
- ⑥ PAN Card
- ⑥ Passport/Police Verification Certificate
- ✓ Birth Certificate/School/College Leaving Certificate
- Final Vaccination Certificate for Covid19

Should you need any further assistance, please contact Ms. Stefanie D'Costa, Manager - Human Resources. She can be contacted on 022 - 66326060 or email address - stefanie.dcosta@oberoihotels.com

Yours faithfully,

EIH LIMITED

**Unit - Trident Nariman Point
The Oberoi, Mumbai**

Buana
S. DAVID NAIDU
HEAD - HUMAN RESOURCES