

## OFFER CUM APPOINTMENT LETTER

Date: 2<sup>nd</sup> September 2023

To,  
Mr. Murad Manurali Punjani  
Chamber Colony Room No. 38  
Behind Andha Ashram, Jamnagar  
Gujarat  
India - 361006  
Passport No: T5361780

Dear Murad Punjani,

We are pleased to offer you an employment with LNK Africa SARL as Showroom Sales Manager.

Terms and conditions of employment, effective upon signing the agreement are as follows:

### Article 1: Job Profile

Essential duties and responsibilities include the following. Other duties may be assigned.

#### Required

- Maintain the complete showroom for sales and admin.
- Build business by identifying and selling prospects; maintaining relationships with clients.
- Identify business opportunities by identifying prospects and evaluating their positions in the industry; researching and analyzing sales options.
- Sell products by establishing contact and developing relationships with prospects; recommending solutions.
- Maintain relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
- Identify product improvements or new products by remaining current on industry trends, market activities, and competitors.
- Inventory control and responsibility.
- Prepare reports by collecting, analyzing, and summarizing information.
- Maintain quality service by establishing and enforcing organization standards.
- Contribute to team effort by accomplishing related results as needed.

*M. Manurali Punjani*  
*Murad Punjani*

## **Article 2: Salary and benefits**

You will be paid a tax free 850 USD (Eight Hundred & Fifty American Dollar) monthly for first year and second year 1000 USD (One Thousand American Dollar) salary which will effective from the date of joining the company.

Company will provide your visa, a rent-free shared accommodation, shared company vehicle facility, basic medical expenses, return air ticket Kinshasa to Mumbai once after successful completion of two years of work.

A paid leave of 45 days will be provided after successful completion of every two years.

## **Article 3: Duties**

You shall use your best energies and abilities on a full-time basis to perform, at location designated by the company, and the designation assigned by the company. You also shall comply with all rules, regulations & procedures of the company. During your employment, you shall not directly or indirectly approach any corporate opportunities or otherwise engage in any conduct adverse to the best interest of the company. Also, you are instructed not to divulge any confidential information of, or violate any agreement with, your prior employers or their clients.

## **Article 4: Other General Policies**

- This appointment is initially for two-year period with automatic renewal unless officially terminated by either party.
- Either party can terminate the contract by giving a notice period of three months. In case employee gives notice then employee has to bear the cost of air tickets, visa, work permit and any other expenses spent on him.
- The employee is restricted to work direct or indirect way in the DRC for a period of minimum 2 years from the date of leaving the company. At the same time, the employee is restricted working for any job/business of the DRC.
- Company policy does not allow any holidays for family, friends or any personal occasions, the employee has to organize all these during your holiday. The leave can be granted in the extreme emergencies only, in that case, the employee has to be borne all expenses related to the travel.
- You must seek the consent of the company before any of your relatives coming to the DRC for any other employment. The company to take a final call on the same.
- During the period of your employment with the company you will devote your fulltime work for the company.

Learning of French language is must, company will provide a tutor for 3 months for the same.

## **Article 5: Confidentiality**

As part of your employment, you will acquire or develop confidential and proprietary information concerning the company and its dealings and method of dealings with its customers (and their clients or its end users) and employees and you also will develop relationships of special trust and confidence with the company's customers (and their clients or end users) and employees (Collectively, "Confidential Matter"). You agree that such Confidential Matter is for the

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*Murad Fustani*

company's exclusive benefit and that, both during your employment and at all times thereafter, you will not directly or indirectly use or disclose any Confidential Matter except for the sole benefit and with the consent of the company. Upon the conclusion of your employment, you will promptly return all documents and information (including computer generated or stored matters) concerning the company or its customers and employees. It is illegal to keep any such information with you after conclusion of your employment.

#### **Article 6: List of Documents**

The below documents are to be submitted on or before joining date, and on your engagement with the company is subject to the successful clearance of your credentials by the company/third party verifying agency. If any declaration given or furnished by you to the company is found false or if you have found to be willfully suppressed any material information in such case, you will be liable to removal from service without any notice and compensation and the company will be empowered to initiate legal proceedings against you to seek compensation and damages.

1. Copies of your educational Certificates.
2. Appointment and relieving letters from your previous employers.
3. Copy of valid Passport
4. Signed acknowledgement of the copy of this Offer Letter.

You must join on or before 5<sup>th</sup> September 2023, else, this offer may be withdrawn by the company.

Please send as an email confirming the receipt of this offer letter as an acceptance of the same.

Your sincerely,

For LNK AFRICA SARL

Signed and Accepted By

*M. Murad Punjani*

MURAD PUNJANI

*Murad Punjani*