

19 -June-2024

Appointment Letter

Dear Sahaj Gupta,

We are pleased to offer you the employment with **Voyage Worldwide Private Limited** Your employment will be governed by the following terms and conditions:

1. Appointment

- 1.1. You shall be appointed to the position of **Tour Coordinator** with effect from **03-June-2024**.
- 1.2. You shall be based in New Delhi, but will serve the company or any of its subsidiaries or associated companies in any location within or outside India as per the business requirement.
- 1.3. The company expect you to work with high standard of initiative, efficiently and effectively.
- 1.4. Your employment with the company is subject to your providing document proof of last drawn salary, educational qualification and work testimonials, if any, and is also conditional upon your being free from any contractual restrictions preventing you accepting this offer or starting work on the above-mentioned date.
- 1.5. The normal working days are Monday to Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10.30 am to 19.30 pm and you are expected to work not less than 54 hours each week, and if necessary for additional hours depending on your responsibilities.

2. Probation

- 2.1 There will be a probation period of Four (4) months from the date of your joining. If found necessary probationary period may be extended at the discretion of the management or may be dispensed with earlier either during the probation or the extended period of probation, unless confirmed in writing, you will be deemed as probationer after the expiry of the probation period or the extended period of probation.

3 Remuneration and Benefits

- 3.1 Your annual salary package for joining Voyage Worldwide Private Limited is **INR 4,41,600 CTC**.



Voyage Worldwide Private Limited

CIN: U63030DL2016PTC307789

Phone: +91-11-45045310, +91-11-35001703

Email: info@voyageworldwide.com | Web: www.voyageworldwide.com

Address: CD-162, 2nd Floor, Pitampura, New Delhi-110034



Date: 17-May-24

Dear Yogesh Pant,

Offer Letter

Following your interview with us, we are pleased to offer you the position of **Compliance Services Specialist** in our organisation **Ascent Staffing Solutions Private Limited**. You will be deputed at Client Place.

You are required to join on or before **17-Jun-24** and your contract period will start from **17-Jun-24** ends on **16-Jun-25**, your contract can be extended based on your good performance.

If your performance is not satisfactory our service during the contract period your service will be terminated by the company on 30 days written notice or if you resign from the organization you have to give 30 days notice period.

Your duties and responsibilities will be as set out in the job description to be sent to you at a later date or will be given to you by the reporting authority at your place of work.

Your annual Cost to company (CTC) at the commencement of your Contract will be **Rs. 1327440/- (Rupees Thirteen Lakh Twenty Seven Thousand Four Hundred And Forty Only)** per annum payable monthly by bank credit transfer.

Other terms of service will be spelt out in a separate **Contract of Service** to be issued upon your acceptance of this Offer Letter or joining the Organisation.

To accept this **Offer Letter**, please confirm by signing and returning one copy to the Ascent representative.

We do hope that you will accept this offer. In the meantime, if you wish to discuss any aspect of this offer, please do not hesitate to contact: the HR Department at your location or at Ascent Staffing Solutions.

Yours sincerely,

For Ascent Staffing Solutions Pvt. Ltd,

Authorized Signatory

Place : GURGAON

Date : 17-May-24

Signature : _____

Name : Yogesh Pant



Annexure - B

Name Yogesh Pant Position Compliance Services Specialist
Location GURGAON CTC 1327440/ - PA

Components	Monthly	Annual
Basic	44,248	530,976
House Rent Allowance	17,699	212,388
Interim Bonus	8,850	106,200
Special Allowance	34,513	414,156
Gross Earnings	105,310	1,263,720
Employee Provident Fund	5,310	63,720
Gross Deduction	5,310	63,720
Net Take Home	100,000	1,200,000
Employer Provident Fund	5,310	63,720
Cost To Company (CTC)	110,620	1,327,440

Note:

- Health Insurance : INR 100000 per annum for self
- Accidental Insurance : INR 300000 per annum for self

For Ascent Staffing Solutions Pvt. Ltd,

Authorized Signatory

Place : GURGAON
Date : 17-May-24

Signature : _____
Name : Yogesh Pant



Wander N Explore Private Limited

1/22, Second Floor, Asaf Ali Road, Connaught Palace, New Delhi-110002
GST No. - 07AACCW4289Q1ZG | CIN No. - U63030DL2019PTC349903
M. - 7015750288, Email - go4explore@gmail.com

Himanshi Pant D/O Naveen Pant,
F. no- 290, TF, Rosewood Apartment, Pocket- A, Sec 13,
Dwarka, N.S.I.T Dwarka, South West Delhi, Delhi - 110078
M. 9716506976

Dear Himanshi Pant,

Subject: Offer of Employment

Further to our offer for the position of **Sales Executive** and in response to your confirmation into the employment opportunity we had extended, Go4Explore aka **Wander N Explore Pvt. Ltd.** is pleased to offer you to join our team, during which you will be offered a salary amount of "**Rs. 25,000 per month + Variables (as per Incentives Policy)**" starting from 23rd April 2024. In which, the initial months will be your probation period.

Being a pre joining skill and capability development program, would form a critical part of your employment with Wander N Explore Pvt. Ltd, helping you explore opportunities to travel, network and expand your talent's horizons.

You will undergo a learning curriculum as per the learning track assigned to you. The learning path will include in-depth sessions, hands on exercise and project work. There will also be a series of webinars, quizzes, mentor connects, assessments etc. to accelerate your learning. The performance during training would be monitored through formal evaluations.

Prior to joining Wander N Explore Pvt. Ltd, you must successfully complete the prescribed training program.

In event of non-completion of the training program, Wander N Explore Pvt. Ltd. may at its sole discretion revoke this offer of employment.

Offer Letter - Himanshi Pant

Himanshi Pant

Confidential

Name: Ms Ruchika Sah

Address: Kumaun vihar tikonía Haldwani (Nainital)

Dear Ruchika Sah,

Sub: Letter of Appointment at DTwelve Spaces Pvt. Ltd.

Congratulations on becoming a part of the Stanza Living family!

We are pleased to share that you've been appointed to the position of **Residence Captain - E4 (COCO)** at **DTwelve Spaces Pvt. Ltd. (Stanza Living)** and we look forward to having you on board, starting **(18-07-2024)**. You shall be a part of the **Ops Suit/Scholar/Studio 21 in Operations** based out of **Delhi_City - Delhi, Delhi, Delhi, India** initially, and have the chance to work with an energetic team of talented individuals. We believe your role is one of the foundation stones for our collective growth and we encourage you to avail every opportunity for your learning and development – of which we are sure, will be many.

Please note, your appointment shall be governed by the terms and conditions of this Agreement, so you are requested to familiarize yourself with it.

1) Compensation

Please refer **Annexure - I (Compensation Breakup)** for a detailed Compensation Structure.

2) Band

The company complies with the standard band framework, aimed at helping you clearly visualize your career path with the organization. Your band represents the level you are placed within the organization and the salary range that you draw as compensation. Each Band is tailored to each specific function/department and high performers will have the opportunity to achieve fast-track growth, progressing through multiple bands within a short time frame. You will fall under the Band "**Band 4**".

3) Probation Period

You will be on probation for an initial period of **180 Days** from the date of your joining. Thereafter, your employment may be confirmed, or probation period may be extended by the Management in its sole discretion. Non-communication of extension of probation, within 10 working days from the expiration of **180 Days**, shall be deemed as confirmation of your employment, to be governed by the terms herein. During the period of probation, either party is liable to terminate the services by giving notice of such intent for a period of **30 Days** or pay proportionate Basic salary (excluding variable) in lieu of any short notice to the Company. The Company has the sole discretion to decide your last working day in lieu of due compensation. Further in case of non-satisfactory performance during the probation period, the Company reserves the right to terminate your employment wherein the company shall have the right to waive off the Notice period.

4) Professional Commitment

All employees are required to comply with Company policies, which shall be communicated to you upon your joining of the Company. These include those related to employee discipline, code of conduct, non-discrimination, sexual harassment, confidentiality and non-disclosure, board memberships, etc. Such Company policies shall be available with the Human Resource team, and you are expected to read, understand and keep yourself apprised of the same inclusive of the changes/amendments made from time to time.

5) Conflict of Interest

- a. During your employment, you will not engage in any activity or investment that
 - i. conflicts with the Company's business interests,
 - ii. occupies your attention thus interfering with the proper and efficient performance of your duties for the Company, or
 - iii. interferes with the independent exercise of your judgment in the Company's best interests
- b. You will devote your entire time to the work of the Company and will not undertake any direct indirect (including as employee, independent contractor, consultant, principal, agent, director, joint venture, partner, trustee, beneficiary) business, or work that is honorary or remuneratory in nature except with the written permission of the Management in each case.

6) Non-Solicitation of Clients and Employees/ Non-compete

- a. During your employment and for a period of 12 months from the cessation of your appointment with the Company howsoever caused (whether your employment is terminated by you or the Company and whether with or without cause or in breach of the Employment Agreement), you will not solicit, induce or encourage
 - i. any employee of the Company to terminate their employment with the Company or to accept employment with any, supplier, partner, vendor, agent, consultant or any customer with whom you have a connection due to your work in this company.
 - ii. any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
 - iii. any existing employee to become associated with or perform services of any type for any third party on permanent or freelance basis.
- b. You agree that you will not at any time during your employment with the Company and the Restraint Period i.e., the period of 12 months from the date of termination of your employment with the Company howsoever caused (whether your employment is terminated by you or the Company and whether with or without cause or in breach of the Employment Agreement):
 - i. either individually or through any Company controlled by you and either on your own behalf or on behalf of any person, directly or indirectly, canvass, solicit or endeavour to entice away from the Company any client or customer(s) of the Company, or any person(s), who at any time during your employment, are the clients or customers of the Company, or were in the habit of dealing with the Company.
 - ii. either individually or through any Company controlled by you and either on your behalf or on behalf of any other person, directly or indirectly solicit for employment, or endeavour to employ or to retain as an independent contractor or agent, any person who is an employee of the Company as of the date of termination of your employment or was an employee of the Company at any time during 12 months prior to the termination of your employment.
 - iii. Counsel, or otherwise assist any person to do any of the acts referred to in paragraphs (i) and (ii) of this clause
- c. You agree and undertake that you shall not accept, continue or engage in, whether directly or indirectly, through being on rolls of or as a consultant and / or third party outsourced and/or in-sourced and whether on a part time or full time basis, any job, profession, business, service or vocation of any kind whatsoever, which is in direct or indirect competition with the Company, whether individually or in a Company, firm, sole proprietorship or other entity, for a period of 12 months from the termination of employment with the Company
- d. You agree that the restrictions set out above are reasonable and valid and all defenses to the strict enforcement of this covenant by the Company are waived by you.

7) Intellectual Property Rights

- a. Any and all copyrightable works prepared by you within the scope of your employment by the Company will be works made for hire wherein the Company will own all Intellectual Property Rights to such works, and that the Company will be considered the author of all such works. If and to the extent that any jurisdiction should fail to deem any Intellectual Property Rights for the work prepared by you within the scope of your employment by the Company to be a work made for hire owned by the Company, you hereby irrevocably assign to the Company all rights, title and interest in and to such work.
- b. You will promptly and fully disclose to the Company any and all inventions, discoveries, designs, developments, improvements and trade secrets, whether or not patentable (collectively "Inventions") that you solely or jointly may conceive, develop, reduce to practice or otherwise produce during your employment with the Company. Subject to the 'Notice' below, you agree to grant and you hereby grant, transfer and assign to the Company all your rights, title and interest in and to such Inventions. You waive and quit claim to the Company any and all claims of any nature whatsoever that you now or hereafter may have for infringement of any patent application, patent, or other intellectual property right relating to any Inventions so assigned to the Company.
- c. It is pertinent to mention here that your obligation to assign rights shall not apply to any Invention that:
 - Was developed entirely on your own time without using any equipment, supplies, facilities, or trade secret information of the Company
 - Does not relate
 - Directly to the business of the Company or,
 - To the actual or demonstrably anticipated research or development of the Company; and
 - Does not result from any work performed by you for the Company

- d. You will assign and do hereby assign to the Company or its designee all your rights, title and interest in and to any and all Inventions full title to which may be required to lie in the India government by law or by any contract between the Company and the Indian government or any of its agencies. The Company is not required to designate you as an author of any design, computer program or related documentation, or other work of authorship assigned, nor to seek your consent for any modifications here to or for any other acts in relation thereto. You hereby waive any and all moral right and special right to authorship, including but not limited to, any rights to identification of or claiming authorship of the aforementioned works of authorship, and all rights of approval of or limitations or modifications to the same and all rights to restrain or claim damages in respect of any distortion, mutilation, modification or other acts in relation to the aforementioned work of authorship.
- e. You must list and describe all Inventions that you are currently developing, and all Inventions belonging to you and made by you prior to your employment with the Company that you wish to have excluded from this Agreement. In case no such list is provided, you represent that there are no such Inventions. As to any Invention in which you have an interest at any time prior to or during your employment, if you use or incorporate such an Invention in any released or unreleased Company product, service, program, process, machine, development or work in progress, or if you permit the Company to use or incorporate such an Invention, the Company is hereby granted and shall have an irrevocable, perpetual, royalty-free, worldwide license to exercise any and all rights with respect to such Invention, including without limitation the right to protect, make, have made, use and sell that Invention without restriction and the right to sublicense those rights to others. This license shall be exclusive, subject to any pre-existing non-exclusive licenses or other pre-existing rights not subject to your control.
- f. You agree to execute, acknowledge, verify and deliver to the Company, or cause the same to be accomplished, any and all further documents (including without limitation patent applications, certificates of authorship, and other instruments appropriate for the protection and enforcement of intellectual property rights throughout the world) that the Company may reasonably deem necessary or appropriate to carry out, evidence or effectuate the purposes or intent of this Agreement. If for any reason whatsoever you fail to execute, acknowledge, verify or deliver any such document reasonably requested by the Company, you hereby irrevocably appoint the Company and its duly authorized officers and agents as your agent and attorney in fact, to act in your stead to execute, acknowledge, verify and deliver any such document (as applicable) with the same legal force and effect as if done by you. In furtherance of this Agreement, you will testify at the Company's request and expense in any legal proceeding arising during or after your employment.

8) Leave Entitlement

Your leave entitlement shall be as per the policy(ies) of the Company formulated from time to time. Absence for a continuous period of seven days without prior approval of your superior (including overstay of leave / training), would automatically terminate your services without any notice or intimation unless the Management communicates in writing to the contrary.

9) Working Days

The Company works on a 24*7 environment and hence you may have rotational shifts depending on your role.

10) Relocation

The Management may transfer you for work at any of the Company's or its affiliates' its offices, existing or to be opened in future, at their discretion as they may consider necessary from time to time

11) Role & Responsibility

The Management may change your role & responsibility for work, at its discretion depending upon your qualification and your ability to the work entrusted upon you, as it may consider necessary from time to time.

12) Notice Period

- a. Your employment / services will be governed by Company's rules and regulations applicable from time to time. The Company reserves the right to terminate your employment with a notice of **30 Days** or by paying proportionate Basic salary (excluding variable) in lieu of any short notice.
- b. Your employment /Services can be terminated without notice and without paying proportionate Basic salary, in the event of misconduct which includes but not limited to non- adherence to Code of Conduct, Employee Discipline, committing a criminal offence, theft, fraud, embezzlement, intoxication, violence, sexual harassment, damage to the Company's reputation etc.

- c. If you wish to terminate your employment with the Company, you shall be required to serve minimum of **30 Days'** notice or pay proportionate Basic salary (excluding variable) in lieu of any short notice to the Company. The Company shall have the sole discretion to decide your last working day wherein the company shall compensate you in respect of the extension of the notice period Whereas any waiver of the notice period shall create no liability of payment on the company for the period not served.
- d. On termination of employment you shall immediately:
 - i. Deliver to the Company or as may be directed, all Confidential Information; and
 - ii. Return to the Company all equipment, security keys, and other property belonging to the Company.
- e. The Company management reserves its right to place you under suspension in case any act of commission or omission constituting misconduct or misdemeanor, any act subverting discipline or good working practices or detrimental to the reputation or goodwill of the Company or prejudicial to the business, interests of the Company, etc., is alleged against you or is committed by you. In case of suspension you will be bound by the terms and conditions as contained in the letter of suspension including direction to mark your attendance at the directed place at the allotted time. During the suspension period you would be entitled to the subsistence allowance at the rate of 50% of the monthly basic, if otherwise not governed or regulated by any other applicable legal provision.

13) Confidentiality & Non-Disclosure

- a. During your employment you will have access to confidential information relating to Company, shareholder, related and affiliated entities and client (collectively "Confidential Information"). Confidential Information shall include any information concerning or relating to the Company or the business of the Company, including trade secrets, secret formulae, computer hardware and software programs and designs, databases, trading information regarding the Company, its shareholders and related and affiliated entities and clients of the Company, specifications, financial and accounting information, customer and supplier names, correspondence, negotiations and / or contracts with customers and suppliers, market research, performance data and marketing strategies, research and development plans and expenditure, research databases and other information or material that the Company in the future may indicate as confidential, or which may be apparently.
- b. During your employment and always thereafter, you will neither disclose to anyone outside the Company nor use for any purpose other than your work for the Company any confidential or proprietary information or trade secrets of the Company or any information received by the Company from others that the recipient is obligated to treat as confidential or proprietary
- c. You will not disclose confidential or proprietary information or trade secrets to other Company employees except on a "need-to-know" basis. All data and information in whatever form, tangible or intangible, that is not generally known to the public and that relates to the business, technology, practices, products, marketing, sales, services, finances, or legal affairs of the Company or any third party doing business with or providing information to the Company, including without limitation information about actual or prospective customers, suppliers and business partners; non-public information about employees, such as contact information, job duties or descriptions, compensation and performance; business, sales, marketing, technical, financial and legal plans, proposals and projections; and concepts, techniques, processes, methods, systems, designs, pictures, programs, code, formulas, research, technologies, features of technologies, experimental work and work in progress
- d. If you have any questions as to what comprises such confidential or proprietary information or trade secrets, or to whom if anyone it may be disclosed, you will consult your manager immediately.

14) Company Property

- a. You will be responsible for the safekeeping and return in good condition and order of all the property of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have the right to assess on its own basis and recover the damages of all such material from you and to take such action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- b. You acknowledge and agree that you will have no ownership or privacy interest in materials, data or information stored on or transmitted using the Company owned or the Company leased property or equipment, all of which shall be subject to access by the Company at any time without notice. When your employment by the Company ends, you will immediately return to the Company all documents, notes, manuals, specifications, designs, pictures, devices, code, email, documents, diskettes, CDs and tapes created during or related to your employment with the Company, as well as any other material in any form or media containing any confidential or proprietary information or trade secrets. You will also return all keys, access cards, credit cards, identification cards and other property and equipment belonging to the Company
- c. You will be liable to pay damages to the Company for the loss caused by you directly or indirectly in addition to other legal remedies, which may be required for violating any of the provisions of this letter and for which the Courts of Delhi, India will have Jurisdiction.

15) Non-Disparagement

You hereby acknowledge and agree that during the course of your employment and after its termination, shall not commit any act or engage in any type of conduct that involves making or publishing of written or oral statements, or remarks, including without limitation, the distribution of derogatory rumors, allegations, negative reports or comments, (including through social media, messaging or any digital media) which are disparaging, deleterious or damaging to the integrity, reputation or good will of the Company, its affiliates and/or their respective partners, directors, officers, agents and employees. Failure to do so shall entitle the Company to terminate your employment without prior notice and/or seek all available legal remedies under applicable laws.

16) General

- a. You shall be governed by the rules, regulations and other Company policy (ies) including without limitation the Policy on prevention of Sexual harassment of woman at workplace and Employees Handbook as applicable, enforced, amended or altered from time to time during the course of your employment (the "Company Policy"). As we belong to a dynamic and evolving industry, future growth and expansion of the company entails that reporting relationships are liable to change in the future.
- b. You will be governed by the Service Rules & Regulations including the conduct, discipline and appeal rules, administrative orders and any such other rules / orders of the Company as applicable, enforced, amended or altered from time to time as per the laws governing during your employment and in case of deputation that may be in force from time to time. At all times the Company shall remain your Legal Employer;
- c. You are appointed based on your educational qualification and experience mentioned by you in your application / Personal Information Form and contingent on us receiving a positive reference check from your previous employers. In case the facts mentioned by you in your application and during your interview are found incorrect and unsatisfactory, it will result in termination of your appointment without any notice or salary in lieu thereof;
- d. You will inform in writing to the Company any change of address within a week from the change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served to you;
- e. The designation assigned to you is subject to change depending upon work assignments from time to time and shall remain at the sole discretion of the Company;
- f. During employment with the Company you may be transferred to any of the Groups / Organizations / Offices / Projects / Divisions / Departments / Units of the Company existing or to be set up in any other location in India or abroad. In such case you will be governed by the terms and conditions of service applicable to the new assignment;
- g. You will comply, and do all things that may be necessary for the Company to comply, with the laws and regulations of all the governments under which the Company does business, and with provisions of contracts between any such governments or its contractors and the Company that relate to intellectual property or to the safeguarding of information;
- h. In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a Court of competent jurisdiction in Delhi / New Delhi.
- i. It is mandatory to attend all day training workshop. The Company reserves the right to terminate your employment agreement in case you fail to participate in training workshop for a single day. Further, it is mandatory to clear an assessment post training workshop to continue with an employment with DTwelve Spaces Private Limited.
- j. The terms of this offer detailed above are strictly confidential and should be treated as privileged information between you and the Company.

We look forward to having you over and contribute to our business growth and wish you all the best in your new assignment. Please return us a signed copy of this letter as a token of your acceptance to the above offer on or before **18-07-2024**. In the meantime, do not hesitate to call us, in case of any questions.

Yours Truly,

Received & accepted



Ruchika Sah

Rajat Mehta
Vice President – Human Resources

Annexure - I (Compensation Breakup)

Name: Ruchika Sah
Division: Operations
Band: Band 4

Designation: Residence Captain - E4
Department: Ops Suit/Scholar/Studio 21

SALARY COMPUTATION		
Components	Per Annum	Per Month
Basic	120,996	10,083
RFA	120,000	10,000
Special Allowance	99,396	8,283
PF	21,600	1,800
Fixed CTC	361,992	30,166
Annual CTC	361,992	30,166

- The variable performance component, if any, which is a part of your cost to company, shall be declared at the end of the business year for all those employees who have completed one year's service and will be based on Company and your individual performance. The variable pay-out shall solely rest on the achievement of the Business Plan for the fiscal year. The variable policy shall be applicable to only those employees who are active employees and not in the resigned or serving notice period status on the date of the variable pay out. The variable policy of the Company is subject to changes.
 - All tax implications arising out of your salary structure shall be borne by you.
 - Your salary is strictly confidential, and you should not disclose it to anyone without prior permission of the Company in writing.
 - ESOPs, if any, shall be based on the company policy. Please contact the Human Capital team for details. The ESOP policy is subject to changes.
- *In addition to the annual total compensation, you will be eligible for following benefits, which will be governed by Company policy:
- The PF amount mentioned is only the employer's contribution. An Equal amount pertaining to employee's contribution shall be deducted from employee's salary, as per statutory guidelines.

Yours Truly,



Rajat Mehta
Vice President – Human Resources

Received & accepted

Ruchika Sah