



April 14, 2023

Ms. Amrita D Singh
Ramniranjan Jhunjhunwala College of Arts, Science & Commerce,
Opposite Ghatkopar Railway Station, Ghatkopar (West),
Mumbai - 400086.

SUB: APPOINTMENT LETTER

Dear Amrita,

We refer to your application for employment and your meeting with us thereon.

We are pleased to appoint you in the services of the company designated as **Management Trainee** in the Sales Department at Grade **M01**. You will report to Mr. Vijay Pillai, Deputy Vice President (Head- Tele Engagement) at our office in Mumbai - Thane (Tele- Engagement) on the following terms and conditions:

1. Your appointment would be effective from the date you join, which should not be later than **May 31, 2023**.
2. With effect from the date you join your entitlements would be as mentioned in the **enclosed Annexure**.
3. You shall be on **probation** for a period of **Twelve months** or such extended period at the discretion of the Management and your performance will be assessed periodically.
4. Your increments, bonus and promotions in the Company will be based on your performance and merit, and at the sole discretion of the management.
5. All the above mentioned remuneration and benefits will be subject to prevalent Income Tax Laws.
6. Your employment shall be on full-time basis.
7. Your services are liable to be transferred to any department of the Company at any of its locations in India, or to any other group company at the discretion of the management.
8. Your appointment, continuation and permanency in the employment are also subject to your remaining physically and mentally fit and alert. If you are at any time prevented by ill health, accident or other urgent necessity from attending office or performing your duties, you shall bring this to the notice of the Management as soon as you possibly can and furnish the Management with all the information relating thereto as it may reasonably require. If called upon, you shall submit yourself to an examination by a qualified registered medical practitioner appointed as agreed to by the Management.
9. This appointment being on full-time basis, you shall not, without the prior and formal consent of the Company, whether for any consideration or not, enter into any association with any third party in the nature of employment, retainership, assignment, consultancy, engagement or in any other manner whatsoever, or carry out any other profession / business / activity / vocation nor engage in any such activities (even if such association, activity, etc. is on part-time basis) as would interfere with the performance and delivery of your duties and obligations to this organisation or which would represent a conflict of interest with the organisation. It shall be presumed that you have ensured total, formal and effective closure of your pre-existing association / engagement with any third party, before the commencement of your association with us.

TATA ASSET MANAGEMENT PRIVATE LIMITED

1903 B-Wing Parinee Crescenzo G-Block Bandra Kurla Complex Bandra East Mumbai 400 051

Tel 91 22 6657 8282 e-mail service@tataamc.com

website www.tatamutualfund.com

CIN U65990MH1994PTC077090



10. You shall devote the whole of your time and attention to performing your duties during office hours and use your best endeavors to promote the interests of the Company and your conduct at other times shall be such as not to damage the interests of the Company.
11. Please note that you shall not at any time during your employment or after its termination, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents acquired by you in the course of your employment concerning the business or affairs of the Company or its associates or clients / customers and which are in the nature of a trade secret or secret in other respects the disclosure of which will cause harm to the Company, its associates or clients / customers.
12. You shall abide by all the Regulations issued and / or amended by the Regulators / TAMPL from time to time. You shall not indulge in contravention to the requirements of the company's Code of Conduct or various Securities Market Regulations w.r.t Fraudulent and Unfair Trade Practices , Insider Trading, front running self-dealing etc.

Additionally, You shall not use or share any unpublished price sensitive information (UPSI) to which you may be privy, for any security or units of any schemes of Tata Mutual Fund. You shall not trade based such information.

You are not authorised to and must not at any time:

- a) Trade on your own account by pledging the credit of the Company;
 - a) Even on the Company's account, enter into any transaction of a speculative or gambling nature or otherwise subject the Company to risks which are beyond its financial capacity to bear;
 - b) Enter into any commitment, dealing or obligation on behalf of the Company, except to the extent you are for the time being empowered by a resolution of the Board of Directors of the Company, or otherwise specifically authorized by a competent senior officer of the Company.
13. You shall, at all times, in letter and spirit, abide by the Tata Code of Conduct and the AMFI Code of Ethics as amended from time to time.
 14. During your service with us, your employment can be terminated on either side, by giving a Three-month's notice or wages or salary.
 15. We would expect you to promptly inform the Company in writing regarding any changes to your permanent and contact addresses (including phone numbers and such other appropriate details) and any changes to any data provided by you at the time of your employment application.
 16. This appointment is made on the basis of the information provided by you in the application form for employment. If at any time, any information or details given by you is found incorrect or false, your services will be terminated without any notice, salary in lieu of notice or compensation.
 17. Please note that your employment can be terminated by the Company, without any notice or any compensation in lieu of such notice, in any of the following events:
 - a) Any act of dishonesty, disobedience, insubordination, uncivility, intemperance, irregularity in attendance or any other misconduct, or neglect or non-performance or inadequate performance of duties, or incompetence in the discharge of duties on your part, or violation of Clause 14 above;
 - a) You being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors, or being held guilty by a competent court of any offence involving moral turpitude;
 - b) Breach or violation on your part, of the spirit of any of the terms, conditions or stipulations specified herein, including non-observance by you of the Company's rules and regulations and any other administrative requirements in force.



18. You shall faithfully observe all the Company's Rules and comply with all reasonable orders of your superiors and attend to your duties punctually at such place or places as may be required. You shall also abide by and implement all the Company's Rules as are applicable from time to time including, but not limited to, the following:
 - a. Not transferring or granting any gift or payment to governmental officials to obtain business or otherwise violate related Indian laws & regulations.
 - b. Maintaining the Company's and clients confidential information and not disclosing it to third parties or other employees unless otherwise authorized by the company in writing.
 - c. Not accepting, directly or indirectly, any commission, share in profits, presents or gratuities from any party dealing with, or seeking to deal with the Company or its affiliates.
19. The Company shall have a right to recover any damages incurred on account of any misrepresentation of your job responsibilities, misappropriation of funds by you, or any act done by you which is against the policies as laid down by the Company from time to time. You shall indemnify the company to the extent of such loss / es suffered by the Company.
20. Our institution is an equal rights employer, values based and each of your actions should reflect this attitude in spirit and action at all times.
21. This appointment is subject to the rules, regulations and policies made by the Company as in force at present or as may be amended, altered, modified or extended from time to time.
22. **This appointment is subject to you being NISM certified, at the time of your joining.**
23. **This appointment is subject to clearance from background check.**
24. **This appointment is valid on providing your acceptance within two days of making the offer.**

In case you are agreeable to join us on the above terms and conditions you shall sign the duplicate hereof, and indicate the date on which you can conveniently join us and submit the same to the manager and he shall intimate the time and date you can report.

We look forward to your having a long and happy career with us.

Yours truly,
Tata Asset Management Private Ltd.

Arti Agarwal
Head - Human Resources

I have read and understood the terms and conditions of my appointment letter dated April 14, 2023, and hereby confirm acceptance of the same.

I hereby confirm that I am not related to any of the Directors and / or employees of the company in any manner as provided under Section 2(41), Section 6 and Schedule 1A of the Companies Act, 1956, as amended from time to time.

Amrita D Singh

Date:



Confidential

Annexure - I

Cost to Company Break-up:

Employee Name	Amrita D Singh
Department	Sales
Location	Mumbai - Thane (Tele- Engagement)
Grade	M01

Components	Per Month	Per Annum
Basic Salary	7,333	88,000
House Rent Allowance	3,667	44,000
Personal Allowance	9,896	118,747
Productivity Allowance	8,333	100,000
Statutory Bonus	1,400	16,800
Leave Travel Allowance	611	7,333
Retirals	2,093	25,120
Cost to Company	33,333	400,000
Annual Cost to Company:- Rupees Four Lakhs Only		

Arti Agarwal
Head - Human Resources

Amrita D Singh

Date:

Human Resources