

Date: May 20, 2019

Services Agreement

Issued to:

Vishnu Kumar
S/O Ganesh Prasad Laheri,
H.No. 11, ChakiWaliGali,
Atta Sector 27, Noida, UP - 201301
Hereinafter referred to as 'you or your'

Issued by:

First Partners Communications Pvt Ltd,
Corporate office address: 905, Assotech Business Cresterra, Tower 1,
Sector 135, Noida – 201301
Hereinafter referred to as 'company'

Dear Vishnu,

Further to your willingness to provide services to us, we would like to retain your services at the following terms and conditions:

1. You shall be providing services to our Company in the area of Business Support Services. More specifically, the nature of job work includes report preparation, data entry and related support.
2. The Company shall provide you the required IT equipment, material and other information inputs for the job-work assigned to you. You would be expected to handle the assets, equipment and information thus provided with utmost care.
3. The Company shall also provide you the requisite training to execute the jobs assigned to you as per the satisfaction of the Company.
4. The Company shall pay you a fee of Rs. 15,000/- (Rupees fifteen thousand only) per month in the first 3 (three) months which shall stand increased to Rs. 20,000/- (Rupees twenty thousand only) per month thereafter. Upon successful completion of the first 12 (twelve) months, subject to your performance being satisfactory, the fee shall be eligible for a revision.
5. The above fee includes essential expenses you need to incur to provide services such as the use of mobile phone and internet but excludes GST which would be reimbursed as invoiced. In addition to the fee, the company shall reimburse you expenses that you might need to incur to support the job work, subject to approval from your supervisor.
6. This contract will come into effect from May 20, 2019 and will remain in force for a period of 24 (twenty-four) months. This contract may be renewed on mutually agreeable terms.
7. We require you to raise a bill for the monthly fees and expenses before the 3rd of the following month.
8. All payments to you would be subject to tax deduction at source at applicable rates.

