RIVIGO

Kanchan Gupta,

Date: 08, May 2021

SUB: EMPLOYMENT LETTER

Dear Kanchan,

With reference to your application and subsequent interview for employment with us, we are glad to formalize our offer and appointment to you in "Rivigo Services Private Limited" subject to your acceptance of the terms and conditions mentioned below:

1. Designation -Management Trainee

2. Business Unit -Rivigo Zoom

3. Compensation - Rs.2,00,000 PA

4. Date of Joining- 18, May 2021

5. This Employment Letter is subject to your joining the Company on 18, May 2021. On joining you must sign the joining Declaration and submit the same to the Company.

6. Probation is dependent on the job band. For job band MB1 and MB2 probation will be for a period of 6 (six) months. For other job bands, there is no probation period. For employees in job band MB1 and MB2, at the end of the aforesaid probation period, your conduct and performance shall be reviewed by the Company and if the same is found to be satisfactory you will be automatically confirmed in the appointed position. However, the Management find the performance unsatisfactory, your probation shall be extended by way of written notification.

7. You shall be entitled to Salary, Allowances and Perquisites as per Annexure 'A'. In addition, you shall be entitled to receive such insurance, health and other benefits that the Company may in its discretion make available to its employees, as stipulated in the relevant provisions of the Company Policies, in accordance with the terms and requirements relating to the benefits as imposed by the Company. However, the Company reserves the right to make amendments to such policies and benefits from time to time as per the business needs.

8. You acknowledge and undertake that your remuneration is a matter purely between yourself and the Company and you are to keep this information and any changes thereto, strictly confidential. Your remuneration will be periodically reviewed as per the Company's Policies. Your increments and

RIVIGO SERVICES PRIVATE LIMITED
(Formerly known as Truckhiral Services Private Limited)
Registered Office: Plot No. 90, Sector-44, Near HUDA City Center
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Tel: +91 124 435 4300, Email: info@rivigo.com, Web: www.rivigo.com
CIN: U74999HR2014PTC053030

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Director Corporate Relations
Invertis University
Bareilly

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promotions shall be at the discretion of the Company and will be subject to and on the basis of your performance.

9. You may be posted/ transferred to any other place or offices of the Company or its subsidiaries, affiliates or any other group Company as the Company may, from time to time, deem necessary. On such posting, you will be governed by the terms and conditions of service applicable to the new assignment.

10. You will carry out all the instructions of your superiors as regard to your work and carry out diligently and earnestly all duties or work that may be assigned to you from time to time.

11.In acceptance of the above, please sign and return the duplicate copy of letter on or before 5 days of issuance of this letter. failing which, this Employment Letter shall stand automatically withdrawn, without any further obligation on our side, unless the Company agrees for an extension. Please take a print of this employment letter, sign every page and send a scanned copy as acceptance. Post acceptance, an online link will be shared with you to provide personal, educational, employment, family and other details for Company records and compliance purposes. You are requested to provide the required details at the earliest on receipt of the online link. Please note that delay in submitting the online data requirements can lead to postponement of date of joining as some of these documents are mandatory for internal compliance and verification purposes.

Most sincerely,

For

Rivigo Services Pvt. Ltd.

Registrar
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