



**ADITYA BIRLA
CAPITAL**

PROTECTING INVESTING FINANCING ADVISING

2nd Jan, 2022

To
Ms. Ashish Kaur Sachdeva,
Ashok Nagar, Prayagraj.

Dear Ashish,

This is further to your application for employment and subsequent discussions we had with you at our office.

We are pleased to inform you that you have completed the first round of selection process and accordingly shortlisted for the position of "Agency Manager" with Aditya Birla Sun Life Insurance Company Limited ("Company") at **Prayagraj**. The proposed Cost to the Company for this role will be **Rs 2.15 LPA**. Per annum [**Rupees Two Lacs fifteen thousand Only**]. The Income Tax or any other statutory recoveries like ESI, PF etc. shall be as per the provisions of statute applicable from time to time.

You are required to submit all relevant documents and information as mentioned in the Annexure-A. Please be advised that this letter is a provisional offer issued to you and is not binding in any manner. The final detailed offer cum appointment letter if any, shall be issued to you only upon successful verification of your credentials and background checks and other assessments/details as deemed fit and proper at the discretion of the Company.

You will be required to join the venue of Induction directly as per the details provided in the offer cum appointment letter. You are also confirming that you will be joining the Company only after the acceptance of offer cum appointment letter if any issued to you and thereafter completion of all relieving requirements as applicable by your previous employer.

This provisional offer is valid for a period of 14 days from the date of issuance and shall become null and void on expiry of 14 days without any further notice to you. The Company hereby reserves the right to withdraw/amend/cancel this provisional offer letter anytime without assigning any reasons to you. In this regard, no complaints, queries, grievances or liability whatsoever in nature shall be entertained by the Company and the decision of the Company in this regard shall be final and binding.

You are requested to send us the duplicate copy of this provisional offer duly signed by you as a token of your acceptance of the aforesaid conditions.

For Aditya Birla Sun Life Insurance Company Limited

Authorized Signatory

Aditya Birla Sun Life Insurance Company Ltd.
(Formerly known as Birla Sun Life Insurance Company Ltd.)
G Corp Tech Park, 5th & 6th Floor, Kasar Wadavali, Ghodbunder Road,
Thane - 400 601 | +91 22 3996 1000
care.lifeinsurance@adityabirlacapital.com | www.adityabirlasunlifeinsurance.com

~~Registrar
Invertis University
Bareilly~~

Registered Office:

One Indiabulls Centre, Tower 1, 16th Floor,
Jupiter Mill Compound, B-41, Senapati Bapat Marg,
Elphinstone Road, Mumbai - 400 013
CIN: U99999MH2000PEL128110

~~Director Corporate Relations
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Annexure – A

Please submit photocopies of the following documents, as applicable. Please also bring the original copies of your certificates and testimonials for verification.

- (1) Copy of Latest Resume
- (2) Copy of Permanent Account No. (PAN)/Copy of PAN application (In case PAN is not available)
- (3) SSC / HSC certificates with Mark-Sheets
- (4) Graduation / post-graduation Degree / Diploma with Mark-Sheets
- (5) Professional Degree / Diploma with mark-sheets
- (6) Proof of Age (Ration Card/ Driving License/ Passport/ Voter's Id/ College ID card/ Bank Pass Book)
- (7) Resignation acceptance letter need to be submitted , if you require time to produce the relieving letter
Note: Relieving Letter is a must and needs to be submitted within 30 days from your date of joining failing which your appointment will stand cancelled.
- (8) Affidavit for Gap in employment (in case the gap is greater than or equal to 6 months)
- (9) Proof of your last drawn Salary with details (Last 3 months salary slip/ Salary Annexure from previous employer/ Bank Statement as a proof of salary credit/ Affidavit for Salary Declaration)
- (10) Four passport Size Colored photographs
- (11) Three professional references (with complete address and telephone number)
- (12) Proof of residence
- (13) You will also be required to furnish the following:
 - (a) PF Nomination Form
 - (b) Family dependent details
 - (c) Any other relevant information that may be required

Please Note that Submission of all the above-mentioned documents and completion of all the forms given in your joining kit are mandatory. Any non-compliance may result in your joining kit being declared as incomplete, for which you would be solely responsible, and thus consequently delay/impact the generation of Employee Code and Salary pay-out, your coverage under mediclaim, Group Protection Cover, etc. Settlement of claims etc., were they to come up

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