



Abudawood Pakistan
Your Distribution & Logistics Partner

EMPLOYMENT LETTER

Ali Hussain
House 307, Street 3-A
Walayat Colony, Chaklala, Scheme 3
Rawalpindi
Pakistan

26th Sept 2016

Dear Mr. Hussain

Abudawood Pakistan is pleased to extend to you an offer of employment as **IT Officer** on Level 10.

The terms of your employment are:

1. Your joining assignment is at Islamabad, but you are liable to be transferred to any place in Pakistan or abroad.
2. Your monthly salary and allowances total PKR 23000 /- Details of your salary structure are shown below:

Basic Pay (inclusive of statutory Cola)	Rs.	13,529
House Rent Allowance, 45% of basic pay	Rs.	6,088
Utilities Allowance, 10% of basic pay	Rs.	1,353
Leave Fare Assistance Monthly Value, 15% of basic pay	Rs.	2,029
Total Average Monthly Gross Package	Rs.	23,000

3. The tax liability, if any, shall be your exclusive responsibility, and you hereby authorize the Company to make any tax withholdings from your salary as may be required by law or local regulations.
4. You, your dependent spouse and dependent children up to the age of 24 years will be entitled to medical assistance as per Company policy. This will be restricted to actual and proper documentation; all original prescriptions and cash memos are essential to claim your entitled reimbursement.
5. In addition to above, you, your dependent spouse and children up to age 24 years will be covered under the Company's Hospitalization Plan.
6. You will be allowed 14 calendar days of Annual Leave after completion of one year of service as per the Company Policy in this regard.
7. You will be on probation for a period of 3 months. During the period of probation, your employment may be terminated at any time by either the Company or yourself without notice or without assigning any reason.
8. After successful completion of the period of probation, you will be confirmed as a regular employee and thereafter your employment may only be terminated, with or without assigning any reason, either by you're giving the Company one month notice in writing or by the Company giving you one month notice in writing or one month salary in lieu of notice. Provided, however, that in the event the termination of your services is due to misconduct, of which the Company shall be the sole judge, no notice by the Company will be required to be given and no salary in lieu of notice will be payable.

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9. Your confirmation will be due after 3 months of satisfactory service; on confirmation you will be eligible to join the Staff Provident Fund Scheme. There is also a Gratuity Scheme of which you will be eligible on confirmation of service in the Company, subject to Rules in this regard.
10. As a pre-condition of this employment offer, you must undergo and clear medical examination as per Company policy on its expense; this is to ascertain your fitness to carry out the Company's assignments.
11. You are expected to obtain proper release from your present employer before joining our service and will be required to submit necessary evidence to us in this regard.
12. Any notice required to be given under the terms of this letter of appointment shall be deemed sufficiently served by being sent by post to the address of the Company or your address, as the case may be, as contained in this letter or as formally amended from time to time.
13. You agree to be bound by the Company's Code of Business, Ethics, and Conduct (CoBEC), which is shared with you on your joining. You are required to submit your declaration and affirmation to the CoBEC; the Company exercises the right to amend policies as and when needed with or without notice.
14. Your acceptance of this offer will confirm your agreement to permit ABUDAWOOD PAKISTAN and its affiliated companies to collect and use your personal data in accordance with Abudawood Group's Global Policy on Employee Data Privacy as necessary to conduct the Company business and provide employment services to you (e.g. compensation, benefits programs, employee communications, etc.)
15. It should be clearly noted that these terms and conditions are to be treated as STRICTLY CONFIDENTIAL, any internal or external discussion on your compensation and benefit details is a serious violation of the Company's CoBEC.

For and on behalf of Abudawood Pakistan,

Kiran Ali
Head Of Human Resources

Acceptance of the Employment Offer:

I affirm the terms and conditions of employment set out above are hereby accepted by me.

Name & Signature:

ALI HUSSAIN Ali

Dated:

26/09/2016

Please note, you have (3) working days to accept or decline this Offer from its date. If you do not respond within the stipulated time, this offer will automatically lapse. Please submit 2 copies of your latest passport- size photograph, National ID card, Educational Certificates, along with one signed copy of the offer letter at the time of acceptance of this offer.

Date of Joining:

26/09/2016