



Business Owner

Application cum Agreement

Your FBO ID#: 910701216959

Date of Joining: 23 4 2022

Title	Last Name	First Name & Middle Name
Applicant : Mrs	SULTANA	ISHRATH
Mobile #: 6304753201	<input checked="" type="checkbox"/>	Address : 5-9-49
Alt. Contact #: 9182948540	<input checked="" type="checkbox"/>	OLD PALAMoor
PAN # MKTPS6015C	<input checked="" type="checkbox"/>	MAHABUBNAGARTELANGANA
Date of Birth: 17 8 2001		City : Mahabub Nagar Postal Office: Pathapalamur S.O
Mother's Maiden Name: Shahbaz begum		State : TELANGANA Postal Code : 509001
Marital Status: Married		Nationality : INDIA
Mailer Dispatch Mode: HYDERABAD		Email: ishrathammu77291@gmail.com <input checked="" type="checkbox"/>

I UNDERSTAND, REPRESENT AND AGREE THAT:

- I am acting on my own behalf as an individual and that I am 18 years of age or older. I hereby confirm that I am/was not convicted or bankrupt during the last 5 years prior to my association with the direct selling business/Company and I hereby further confirm that I am person of sound mind.
- I have personally attended and received certification at a Forever Living Imports (India) Private Limited ("Company") approved certification meeting or by a Company authorized representative that I have the ability and experience to carry out the obligation set out in this Agreement.
- Upon accepting the terms & conditions of this application and receiving approval by the Company, I will become a Forever Preferred Customer. A Preferred Customer is entitled to receive the Forever Preferred Customer Price of 15% discount from the retail price (plus applicable taxes). Upon purchasing 2 (two) Personal Case Credits worth of Forever Living Product(s) from the company, within 2 (two) consecutive months, the Preferred Customer becomes a Wholesale Qualified Forever Business Owner (FBO). The Wholesale Qualified FBO is entitled to purchase Forever Living Products at the wholesale price of 30% discount from the retail price, plus receive a personal bonus of 5%-18% from the retail price, depending on his or her advancing level within the Marketing Plan.
- This is my first application request to the Company. I have NOT signed any previous applications with the Company or Forever Living Products ("FLP") to the best of my recollection. If any previous applications are found, I fully understand that my first application to the Company will stand and all business may be transferred to it.**
- This application and the terms and conditions attached at Annexure "1" to this application and the clauses in the Company Policy (as revised from time to time) shall constitute as a binding AGREEMENT between myself, and the Company at such time as this application is received and approved by the Company and I agree to perform all the obligations under this Agreement in accordance with the terms of the Agreement or the instructions given by the Company from time to time. I understand that the term Forever Business Owner (FBO) in Annexure "1" refers to me and I shall be bound as a Forever Business Owner (FBO) as set forth therein.
- I am an independent non-exclusive contractor and NOT an agent, employee, partner or legal representative of the Company for any purpose whatsoever. I will be responsible for my own business, and the compliance of the central, state and local statutes, rules and regulations and all applicable laws, including, but not limited to, those relating to licensing and direct & indirect taxation, as applicable or may become from time to time. I am solely responsible for all payments for any goods or services supplied to me in the course of my business.
- The Company may, in its discretion, withhold direct and indirect taxes, from any bonus payable to me under this Agreement. I recognize that any bonus under this Agreement is based on my performance of supervisory, distributive, selling or promoting function in the sale and delivery of the FLP products and in accordance to the Marketing Plan of the Company, and not on the number of hours worked or an element of chance.
- There is no required minimum investment or minimum inventory requirement. All purchases shall be in reasonable quantities in relationship to sales and personal consumption.
- I have received and read the Company's policies, procedures and marketing plan ("Company Policy") and agree to abide by them. I agree to operate my business in accordance with the Company Policy as amended by the Company from time to time. I understand that my acts, or lack of action, which may result in a misuse, misrepresentation or violation of the Company Policy can cause the termination of my Forever Business by the Company without any payments of whatsoever nature and with immediate effect.
- The Company may at any time, after reasonable notice, change, amend, add to, or modify this Agreement and/or its Company Policy to maintain a viable marketing system, comply with legal requirements and changes in economic conditions, and I shall be bound by and shall operate my business in accordance with any such changes, amendments, additions or modifications.
- I shall properly represent the Company's products in accordance with the Company Policy. All forms of advertising, including, but not limited to audio and visual and printed material, must be submitted and approved in writing by a Company authorized representative PRIOR to its use.
- I agree to buy the products of the Company from the Company or the Company's Designated Distributor ("Designated Distributor") of the Company. All purchase orders will be considered as completed only upon realization of full payment and collection of delivery of the order. The Company may pay bonus to me based on my performance and in accordance with its policies on bonus. I further agree to sell products to my customers and maintain records of all such sales and inventory of FLP products. I understand fully that I will be in violation of the Company Policy by making sales to other FBOs or 3rd party sellers and sites.
- I hereby agree and undertake that I will comply with the Consumer Protection (Direct Selling) Rules, 2021. I hereby further agree that I will not promote a Pyramid Scheme or enroll any person to such scheme or participate in such arrangement in any manner whatsoever in the garb of doing business with the Company. I hereby further agree that I will not participate in money circulation scheme in the garb of doing business with the Company.
- I hereby agree and undertake that I will not (a) indulge in fraudulent activities or sales and shall take reasonable steps to ensure that FBO/Consumer/Preferred Customers do not indulge in false or misleading representations or any other form of fraud, coercion, harassment, or unconscionable or unlawful means; (b) engage in, or cause or permit, any conduct that is misleading or likely to mislead with regard to any material particulars relating to company business, or to the goods being sold by myself (c) indulge in mis-selling of products or services to consumers; (d) "use, or cause or permit to be used, any fraudulent, coercive, unconscionable or unlawful means, or cause harassment, for promoting company business, or for sale of Company's goods" (e) refuse to take back spurious goods or deficient services and refund the consideration paid for goods and services provided in accordance with the Company Policy of the Company (f) charge any entry fee or subscription fee.
- I MAY AT ANY TIME TERMINATE THIS AGREEMENT BY GIVING 14 DAYS' PRIOR WRITTEN NOTICE TO THE COMPANY. If I elect to terminate this Agreement, the Company shall endeavor that all products which I purchased from the Company or the Designated Distributor and which are in my possession in a resalable condition, may be returned at a discounted price, at the Company's own discretion, in accordance with the Company Policy. For this purpose, all products held by me for more than 365 days from date of purchase shall be considered not to be in a resalable condition.
- The Company may cancel this Agreement at any time with immediate effect and without payment of any nature whatsoever. IF (i) I am in breach of any of the terms of this Agreement and/or the Company Policy, or (ii) I am responsible for any of the acts prohibited in the Company Policy, or (iii) in case of breach of any applicable laws, rules or regulations, or (iv) on the occurrence of any event evidencing the neglect or inability on my part to pay my debts when due to the Company or the Designated Distributor; or (v) I have become bankrupt or insolvent or enter into liquidation or a receiver is appointed to my assets or (vi) if the Company should for any reason arrive at the decision that I should not be continued as its FBO.
The Company shall also have the right to terminate this Agreement by giving prior notice in writing (as detailed out in the Company Policy) if the Forever Business Owner fails to make any purchase of FLP products from the Company for the prescribed duration as per the current Company Policy version .
- The Company will make the FLP products available to me (either directly or through the Designated Distributor) as an FBO and shall pay me various commissions as set forth in the Company Policy. As long as I am an FBO and not in violation of this Agreement, the Company shall pay me for my successful sales efforts in accordance with the commissions established by the Company Policy.
- I agree that the appointment of sub-representatives by me will be subject to the final written acceptance and approval of the Company of the sub-representative's application. I agree that this Agreement is personal in nature and cannot be assigned, sub-contracted or transferred, except in the event of my death, in which case the same may be inherited by an individual who can qualify as a FBO.
- All disputes and differences arising between myself and the Company shall be subject to the dispute resolution clause specified in the Company Policy.
- This Agreement shall be governed by the laws of India and the Courts of Mumbai, India shall have exclusive jurisdiction over any dispute arising from this Agreement.
- All terms and conditions set out in the Annexure "1" and the Company Policy shall be treated as if specifically set out in this Agreement and shall be fully binding on me.
- I will conduct myself with the highest ethics and integrity. I represent that I have never been convicted of felony or charged with crime involving immoral acts or dishonesty.
- I hereby give the company my consent to send me emails and sms alerts in relation to my Forever business.
- I hereby authorize, agree and unambiguously consent to the transfer/transmission by the Company (or any of affiliates entities) of any of my personal data/ information available with Company for legitimate business purposes. This authorization and consent is freely given by me.

I confirm that I have understood all the terms and conditions of this agreement along with the Material terms of participation and attended the authorized orientation program before signing into this agreement.

YOUR SPONSOR'S DETAILS:

Sponsor FBO ID#: 910700701633

Title	Last Name	First Name
Sponsor : MRS	TAMKEEN	SHAESTA
Mobile #: 7075809954	Email: shaestatamkeen1@gmail.com	

Sponsor's Address : 1-10-91/1/CSHA SAHAB GUTTA, MAHABUBNAGAR

This contract does not require a SIGNATURE as digital verification steps to establish the individual's consent and identity have been affected through electronic means and the parties are at consensus-ad-idem. This agreement fulfills the requirements of a valid and legally enforceable contract under the Indian Contract Act, 1872.

Forever Living Imports (India) Pvt. Ltd. CIN: U51101MH2011PTC212700 (denotes digital verification of information through consent of applicant)
Registered Office: 501, Sharyans Centre, 5th Floor, Above Lijjat Papad, Opp. Bandra Rly. Stn., 3 Gurunanak Road, Bandra (W), Mumbai - 400 050.
Mailing Address: Forever Plaza, 74, Hill Road, Bandra (W), Mumbai 400 050. India. Tel : 022 6641 4000 e-mail : flpcare@flpindia.net

ANNEXURE “1”
Terms and Conditions

1. **Intellectual Property** – The Forever Business Owner (FBO) agrees to use the trademarks, trade names and logos relating to the FLP products (the “Products”) only in the registered or agreed style in connection with the marketing and sale of the Products and shall not use such trademarks, trade names or logos in connection with any other products or services or as part of any corporate or any trade name. The FBO recognizes and agrees that all intellectual property rights in or relating to the Products including the trademarks, trade names, logos, copyrights and patents (“**Intellectual Property**”) are and shall remain the sole and absolute property of the Company. The FBO shall notify the Company of any illegal or unauthorized use of any Intellectual Property and shall cease the use of the Intellectual Property from the time this Agreement is terminated and shall not use or adopt any mark, name or logo deceptively similar thereto at any time thereafter.
2. **Title to the Products** – The property in the Products shall not pass to the FBO until the price due in respect of such Products has been paid in full, provided nevertheless that the FBO shall bear the risk of any loss of damage to or deterioration of the Products from whatever cause arising after delivery of the Products to the ex-warehouse/factory or other delivery point designated by the Company as concerns a particular purchase order. The Company shall endeavor that the above terms shall also apply in case of purchase of Products by the FBO from the Designated Distributor or the Company.
3. **Purchase Orders** – The Company has a standard format for placing orders of Products. The Company shall endeavor that FLP Trading or the Designated Distributor from whom the FBO shall purchase Products shall adhere to such format. Such a purchase order placed on the Company or the Designated Distributor shall govern all purchases of Products by the FBO. Purchase orders shall be in such form and contain such contractual terms and conditions as the Company may prescribe from time to time. Provided that should any conflict occur between a purchase order and this Agreement and/or Company Policy, this Agreement and the Company Policy will prevail. The Company may amend purchase orders as it deems necessary or advisable without notice to the FBO. All purchase orders must be accepted in writing before they become binding on the Company or the Designated Distributor and the Company or the Designated Distributor shall be under no obligation to accept purchase orders. Any acceptance of purchase orders shall be effective at the place of acceptance.
4. **Resale of Products** – The FBO shall, subject to applicable laws, regulations and policies, resell the product to retail customers at prices independently agreed upon between the FBO and the retail customer in accordance with the Company Policy. The FBO shall not make any guarantee or representation or give any warranty in respect of the Products other than those previously authorized by the Company in writing. The FBO shall be solely responsible for any representation made without authorization from the Company and shall indemnify the Company from any claims and expense resulting from such unauthorized representation.
5. **Expenses** – The FBO shall bear and pay when due all expenses incurred by the FBO or by his/her team, in the performance of obligations imposed by this Agreement and Company Policy. The FBO shall obtain at his/her own expenses all necessary governmental permits, licenses and other requirements (if and when required) for the Products purchased by him/her and agrees to pay all charges, duties, fees, levies, tariffs or taxes which are assessed against the Products by the government or agency thereof.
6. **Confidentiality** – The FBO shall not use or divulge or communicate to any person (other than as permitted or contemplated by this Agreement or with the written authority of the Company or as may be required by law) any confidential information concerning the products, customers, business, accounts, finances or contractual arrangements or other dealings, transactions or affairs of the Company which may come to his/her knowledge during the continuance of this Agreement. This obligation shall continue after the termination or expiration of this Agreement.
7. **Government Regulations** – The FBO shall be responsible for compliance with all applicable central, state and local statutes and regulations, including, but not limited to, those relating to licensing and direct and indirect taxation and shall notify the Company of any changes in the laws and regulations relating to the nature, method of manufacture, packaging or labeling of the products and taxation.
8. **LIMITATION OF LIABILITY** – THE FBO AGREES THAT UNDER NO CIRCUMSTANCES SHALL THE COMPANY OR ITS AFFILIATES BE LIABLE FOR ANY CONSEQUENTIAL, DIRECT OR INDIRECT OR INCIDENTAL LOSS OR DAMAGE HOWSOEVER CAUSED OR ARISING (INCLUDING CONTRACT, NEGLIGENCE, STRICT LIABILITY OR OTHERWISE) FROM THE QUALITY, PERFORMANCE, MERCHANTABILITY, DURABILITY OR FITNESS OF THE PRODUCTS, AND ALL WARRANTIES, CONDITIONS AND UNDERTAKINGS ARE HEREBY EXCLUDED.
NOTWITHSTANDING ANYTHING CONTAINED HERE IN THIS AGREEMENT OR THE APPLICATION, THE MAXIMUM AGGREGATE AMOUNT OF LIABILITY OF THE COMPANY IN RESPECT OF ALL CLAIMS UNDER THIS AGREEMENT OR THE APPLICATION SHALL NOT, IN ANY EVENT EXCEED THE CONSIDERATION PAID BY THE FBO TO COMPANY FOR THE PARTICULAR PRODUCT FROM WHICH SUCH CONSEQUENTIAL, DIRECT OR INDIRECT OR INCIDENTAL LOSS OR DAMAGE HOWSOEVER CAUSED OR ARISING AS MENTIONED ABOVE.
9. **Products List and Alteration to Products** – The Company may, from time to time, amend the list of Products by addition or deletion and may alter the specifications or designs of any Products. The FBO shall not change or alter the Products in any manner.
10. **Hold Harmless** – The FBO agrees to hold harmless and indemnify the Company against any loss, damage or expenses, including reasonable attorney’s fees, suffered by and any claims, suits or proceedings brought against the Company or the Designated Distributor which arise out of or in connection with the performance or failure of performance by the FBO of any covenants, obligations or responsibilities contained in this Agreement.
11. **Force Majeure** – Neither Party shall be liable for any loss or damage of any nature incurred as a result of any failures or delays in performance due to any cause or circumstances beyond its control. This includes, but not by way of limitation, any failure or delays in performance caused by any fire, act of God or the public enemy, riots, incendiaries, interference by civil or military authorities, compliance with the laws, orders or policies of any governmental authority which events directly affect the performance of obligations of a party under this Agreement.
12. **Partial Validity** – If any provision of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision.
13. **Authentic Text** – The authentic text of this Agreement is in English language and shall be controlling in the event a question of interpretation or construction should arise. The text of all day to day commercial communication between the Company and the FBO will be in English and, if and when necessary, the FBO will translate local language into English.
14. **Notices** – Any notice required or authorized to be given hereunder, except for routine and typical documentation, shall be served by certified letter return receipt requested or by telex/facsimile addressed to the Company or the FBO (as the case may be) at the applicable address. Any notice so given by letter shall be deemed to have been served seven (7) days after the same shall have been posted, not including the day of posting and any notice given by telex/facsimile shall be deemed to have been served on the day of sending the message. Proof that such letter was properly addressed and put into the post, and in the case of the telex/facsimile, that the message was sent to the correct telex/facsimile numbers shall be conclusive evidence of service. Notice required by this Agreement shall be addressed to any other address as may be specified by either party by written notice to the other.
15. **Entire Agreement** – This Agreement including this Annexure “1” and Company Policy constitutes the entire Agreement and understanding between the Parties hereto with respect to the subject matter hereof and supersedes all previous Agreements, if any, in this regard between the Parties.
16. **Waiver** – Failure by any party to exercise any of its rights under this Agreement in one or more instances shall not constitute a waiver of those rights in another instance. Waiver by a party of any of the rights established herein shall not be considered as a waiver of another right established herein.
17. **Interpretation** – The headings of the articles, clauses and paragraphs of this Agreement are inserted for convenience only and shall not affect the construction of the terms of this Agreement. Capitalised words not expressly defined herein shall be construed in accordance with the meaning ascribed to them in the Company Policy.
18. **Assignment** – The FBO is precluded from assigning any of its rights and obligations under this Agreement without the express written permission of the Company. However, nothing in this Agreement shall prohibit the Company from assigning any or all of its rights and obligations under this Agreement to any of its affiliates or group companies.

I confirm that I have understood all the terms and conditions of this agreement along with the Material terms of participation and attended the authorized orientation program before signing into this agreement.

This contract does not require a SIGNATURE as digital verification steps to establish the individual’s consent and identity have been affected through electronic means and the parties are at consensus-ad-idem. This agreement fulfills the requirements of a valid and legally enforceable contract under the Indian Contract Act, 1872.

 (denotes digital verification of information through consent of applicant)

**CERTIFICATE OF PARTICIPATION OF
ISHRATH SULTANA FOR INTERSHIP 2021-22**



**CERTIFICATE
OF PARTICIPATION**

THIS CERTIFICATE IS PROUDLY PRESENTED TO

Ishrath Sultana

FOR HIS/ HER ACTIVE AND VALUABLE PARTICIPATION DURING
THE CONDUCT OF THREE-DAY PROGRAMME ' THE FASTRACK INTERNSHIP' HELD FROM
16TH APRIL 2022 TO 19TH APRIL 2022 BY IDIGITALPRENEUR ACADEMY



Apr 29, 2022

Date

Signature

Reliance SMSL Limited

Ref : SMSL/70289875/15932478/190722/1749

Date : 19 Jul 2022

Ishrath Sultana

2-62/a,yenugonda Rural,
Near One town Police station , Mahabub Nagar,
Mahabub Nagar, Telangana - 509001

Offer cum Appointment Letter

Dear **Ishrath Sultana**,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Advisor Voice**. Your base location would be **Hyderabad 1 - Ramanthapur**. You will be working from home.

You will join us on or before **25 Jul 2022**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,45,950 /- per annum (INR ONE LAKH FORTY FIVE THOUSAND NINE HUNDRED FIFTY only)** .

Details are mentioned in **Annexure - I**. Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "**Terms & Conditions of Employment**" at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.
Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:

Date: 19 Jul 2022

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Annexure - I

Name : Ishrath Sultana		
Grade : K3		
Designation : Executive		
Payments	Monthly (INR)	Annual (INR)
Basic	6,500	78,000
House Rent Allowance	5,662	67,950
Conveyance Allowance	0	0
Gross Compensation	12,162	1,45,950
Provident Fund (Employer Contribution - As per Act)	780	9,360
Bonus (As per Act)	542	6,500
ESIC (Employer Contribution - As per Act)**	395	4,743

Note :

**All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

** It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.*

Signature :

Date: 19 Jul 2022

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Annexure – II

TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.
2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer
3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.
4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.
6. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.
7. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
8. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
9. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.

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10. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.
11. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roster.
12. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.
13. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
14. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
15. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.
16. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.
17. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.
18. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.

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19. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
20. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - a. Return to work within 8 days from the commencement of such absence
 - b. Give an explanation to the satisfaction of the Management regarding such absence.
21. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving seven days' notice in writing by either side or payment of seven days Basic salary in lieu thereof. Unless extended in writing, you will deemed to be confirmed on completion of initial probation period or extended probation period, as the case may be. After confirmation, your services are liable to be terminated at any time without assigning any reason by giving 30 days' notice in writing by either side or payment of 30 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
22. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
23. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management. Seeking membership of any local or public bodies would include:
 - a) Holding any position, whether honorary or otherwise, in any legislature or local authority.
 - b) Being an office bearer of any political party or organization which takes part in political or other collective activities.

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- c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
 - d) To canvas or take part in an election to any legislature or local authority
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.
28. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.
29. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

Reliance SMSL Limited

34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Ishrath Sultana

Signature :

Reliance SMSL Limited

Ref : SMSL/70164393/15888077/060722/2229

Date : 6 Jul 2022

Samya Samreen

SS-I-33, Subhash Nagar,
Boyapally Gate , Mahabubnagar,
Mahabubnagar, Telangana - 509001

Offer cum Appointment Letter

Dear **Samya Samreen**,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the **Executive Family** as **Executive** in the Job Role **Advisor Voice**. Your base location would be **Hyderabad 1 - Ramanthapur**. You will be working from home.

You will join us on or before **11 Jul 2022**.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,45,950 /- per annum (INR ONE LAKH FORTY FIVE THOUSAND NINE HUNDRED FIFTY only)** .

Details are mentioned in **Annexure - I**. Disbursement shall be as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "**Terms & Conditions of Employment**" at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

This offer cum appointment letter shall automatically stand withdrawn, in case we do not receive your acknowledgement and acceptance within **ten days** from issue of this letter.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.
Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:

Date: 6 Jul 2022

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Reliance SMSL Limited

Annexure - I

Name : Samya Samreen		
Grade : K3		
Designation : Executive		
Payments	Monthly (INR)	Annual (INR)
Basic	6,500	78,000
House Rent Allowance	5,662	67,950
Conveyance Allowance	0	0
Gross Compensation	12,162	1,45,950
Provident Fund (Employer Contribution - As per Act)	780	9,360
Bonus (As per Act)	542	6,500
ESIC (Employer Contribution - As per Act)**	395	4,743

Note :

**All the above emoluments should be reduced to the extent of absence without leave or leave without pay.*

** It is further clarified that HRA and Conveyance shall not be reckoned for the purpose of contribution to the Provident Fund.*

Signature :

Date: 6 Jul 2022

Page 2 of 7

Reliance SMSL Limited

Annexure – II

TERMS & CONDITIONS OF EMPLOYMENT

1. The word 'establishment / office' used in offer-cum-appointment letter and / or any other communications from the Company should be construed to encompass workplace while working from home / office / facility / field, unless context means or specifies otherwise.
2. Your employment is subject to being declared and remaining medically fit by a Medical Officer or by a Doctor specified by the Establishment. The Establishment has the right to get you medically examined by any certified Medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job and your employment will come to end on the day you are found medically unfit by the Medical Officer
3. You are assigned to work and perform duties that are assigned to you by our Company / client from time to time.
4. Your appointment is based on the basis of the particulars such as qualifications etc. given by you in the application for employment. In case any information given by you is found false or incorrect, your appointment will be liable for termination without any notice or salary in lieu of notice.
5. The address and email ID as indicated in your application for appointment shall deem to be correct for sending any future communication to you. Every communication addressed to you at the given address / email ID shall be deemed to have been served upon you. You will immediately notify change of address / email ID, if any.
6. You are required to submit the following documents, if the same have not been submitted earlier a) Certificates in support of Educational / Professional Qualifications, Experience, Date of Birth and other testimonials in original together with copies thereof; b) copies of your passport photographs with blue background; and c) Copy of Aadhar Card / Passport / Voter ID/ License or any other document as proof of your residence and photo identity.
7. In order to ensure the uniformity and maintenance of a good ambience before the Customers of the Establishment, the Establishment may at its option provide you with some standard dress code. You shall be present at all the times in a neat and tidy manner.
8. You are expected to keep your salary package strictly confidential and not to share any information regarding the salary.
9. During your tenure with the company and based on your job profile, you might be granted access to various IT assets & applications with a unique user id and password. These credentials will be unique to you and cannot be shared with anyone. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the misuse of your credentials.

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10. You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company / client as the case may be that may come in force from time to time. You shall observe discipline and rules of conduct applicable at the base location of your posting. The tenure of your employment shall be subject to requirement of the services provided by us to our client and shall also be subject to the requirement of deputation or completion of project with the client.
11. You shall be entitled to leave and other benefits as per the rules and regulations governing the base / home location where you will be working. You will be entitled to a weekly off as may be notified from time to time. The weekly off may be staggered and determined as per the roster.
12. You will be governed by the working hours prevailing at the establishment of your working. You will be notified your actual duty timings from time to time. You shall report and be present, accordingly at the Company / client's designated location. You will be required to work in any of the shifts during the day or night. Your working hours may be staggered, and you may be required to work in spells in the morning and evening.
13. You will be required to work on any day of the year, including festival holidays, in the establishment of your posting. You will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.
14. Your employment is transferable to any other place / establishment / department / division / unit / branch / subsidiary / affiliate of our client / associate. You may be asked to work from office / facility / field / home. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.
15. If advised to work from home, 'Home' means current residential premises declared by you in the employment application data furnished to the company at the time of joining. Any change thereof must be promptly communicated to the company. Any temporary change of residence because of any emergency should be communicated to the reporting manager at the earliest. Work from home does not permit working from public places, restaurants, markets, shops and malls, transport stations or vehicles or private premises belonging to unconnected individuals and organizations.
16. If advised to work from home, you must ensure availability of prescribed infrastructure, space, internet connectivity and equipment required to discharge your duties as specified by the organization from time to time. The cost of the infrastructure at home shall be borne by you.
17. If advised to work from home, your inability to login for part or whole shift and / or fulfil corresponding target output for any reason whatsoever, including but not limited to outage of power / data connectivity issues or any other circumstances beyond control of either or both parties will be treated as absence for part / whole day as may be applicable.
18. The company reserves right to advise employees to proceed on leave on loss of pay or implement lay-off or retrenchment of any employees, in the unlikely event of business environment or financial sustenance of the company being adversely impacted.

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19. In normal course you shall retire from the services of the organization on attaining the age of 58 years.
20. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - a. Return to work within 8 days from the commencement of such absence
 - b. Give an explanation to the satisfaction of the Management regarding such absence.
21. You will initially be on probation for a period of Six months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving seven days' notice in writing by either side or payment of seven days Basic salary in lieu thereof. Unless extended in writing, you will deemed to be confirmed on completion of initial probation period or extended probation period, as the case may be. After confirmation, your services are liable to be terminated at any time without assigning any reason by giving 30 days' notice in writing by either side or payment of 30 days basic salary in lieu thereof. You shall attend duties till you are relieved from service in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.
22. Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty and commission of an act involving moral turpitude, any act of in-discipline or inefficiency. You may be placed under suspension pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
23. You shall extend all cooperation to the Company / client's employees, customers, representatives, etc. and do all such things diligently, faithfully and to the best of your skill and ability as may be necessary to serve the Company / client and perform all the duties entrusted to you from time to time. We expect you to work with the high standard of initiative, efficiency and economy.
24. You shall engage yourself exclusively in the work assigned by the Company / client, where you are posted for the time being and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the Company / client in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company / client. You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf at the place of your posting. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.
25. You shall not seek membership of any local or public bodies without first obtaining written permission from the Management. Seeking membership of any local or public bodies would include:
 - a) Holding any position, whether honorary or otherwise, in any legislature or local authority.
 - b) Being an office bearer of any political party or organization which takes part in political or other collective activities.

Reliance SMSL Limited

- c) To take part in or assist in any manner in any movement / agitation or demonstrations of a political nature or other collective nature.
 - d) To canvas or take part in an election to any legislature or local authority
26. You shall not at any time either during the contract of your employment or at any time thereafter divulge any information that came to you during the course of your employment without prior permission in writing.
27. You will not enter into any commitments or dealings on behalf of the Company / client for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company / client or exceed the authority or discretion vested in you without the previous sanction of the Company / client or those in authority over you.
28. You will scrupulously follow company's social media policy. Any deviation may make you liable for strict disciplinary action.
29. You may be selected and sponsored by the Company / client for familiarization / training assignments with our technical collaborators or any other institutions / organizations in India and/or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
30. The Establishment considers harassment and discrimination of any nature to be an unacceptable form of behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
31. You will be responsible for the safe keeping and return in good condition and order of all the properties of the company that may be in your use, custody, care or charge. For the loss of any property of the Company / client in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction. You will hand over the charge of letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the Company.
32. All proprietary information and material of the Company / client that is made known to you during the term of work assignment shall be received in confidence and you shall not disclose or, except in performing the services, use any such information / material. You agree that all information, correspondence, documents, material or items provided to you by the Company / client are provided to you in trust and on completion of project / assignment or termination of the service, you shall promptly return all such material to the Company / client, as the case may be.
33. You shall be required to sign and abide by the Policy on Ethics & Code of Conduct with the Company and shall undertake to sign such declarations that the Policy may demand from time to time.

Reliance SMSL Limited

34. It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
35. In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.
36. The various clauses of this letter are to be read, understood and interpreted in its entirety and none of the clauses are severable from the remaining.

I have read and / or have been explained the contents of the above contract of employment in _____ (language) and I hereby declare that I have fully understood the above terms and conditions and declare the same to be binding on me in its entirety and also give my consent to the clause no. 9 & 10 specifically.

Name : Samya Samreen

Signature :

NTR GOVERNMENT DEGREE COLLEGE FOR WOMEN, MAHABUBNAGAR

DEPARTMENT OF COMMERCE

**ORGANISED A PROGRAMME ON AWARENESS PROGRAMME ON LIFE INSURANCE
IN ASSOCIATION WITH STATE BANK OF INDIA, MAHABUBNAGAR (MAIN BRANCH)**



NAME OF PROGRAMME: VANITHA SURAKSHA YOJANA

ORGANISED BY : DEPARTMENT OF COMMERCE (UNDER BEST PRACTICES)

IN ASSOCIATION WITH : STATE BANK OF INDIA, MAHABUBNAGAR

DATE : 18-05-2022.



बौद्धिक संपदा

भारत

एकत्व/अभिकल्प/व्यापार चिह्न/भौगोलिक
उपदर्शन/आर जी एन आई आई पी एम

INTELLECTUAL PROPERTY
INDIA
Patents/Designs/Trade Marks
Geographical Indications/RGNIIPM



भारत सरकार

GOVERNMENT OF INDIA

पेटेंट कार्यालय

Office of the Controller General of
Patents, Designs & Trade Marks

वाणिज्य और उद्योग मंत्रालय

Ministry of Commerce & Industry

उद्योग संवर्धन और आंतरिक व्यापार विभाग

Department for Promotion of Industry and Internal Trade

बौद्धिक संपदा भवन

BOUDDHIK SAMPADA BHAWAN

सीपी/CP-2, सेक्टर/Sector-V,

साल्ट लेक /SALT LAKE

कोलकाता/KOLKATA- 700 091.

दूरभाष/Tel : (91) (33) 2367 9101

: (91) (33) 2367 1987

फैक्स /Fax : (91) (33) 2367 1988

ई-मेल/E-Mail: kolkata-patent@nic.in

वेबसाइट /Website: www.ipindia.nic.in

: www.ipindia.gov.in

संख्या/No. : POK/NIPAM/2021

दिनांक/Date: 07/07/2022

To
The Principal
N. T. R. GOVERNMENT DEGREE COLLEGE FOR WOMEN
Near District Sports Stadium, Mahabubnagar. Telangana- 509001
Sub: Awareness on intellectual property (IP) under
"National Intellectual Property Awareness Mission (NIPAM)" organized by DPIIT, Ministry of
Commerce & Industry, Govt. of India – Reg.

Respected Sir/Madam,

Our Nation is commemorating the 75th Anniversary of India's Independence and on this occasion a campaign 'Azadi ka Amrit Mahotsav' is being observed by the Government of India. Under this campaign, all Departments and Ministries are hosting various activities for 'AatmaNirbhar Bharat'.

Recently, the Department for Promotion of Industry & Internal Trade under Ministry of Commerce & Industry(DPIIT) has launched the "National Intellectual Property Awareness Mission (NIPAM)", under which a special drive has been initiated to impart awareness on different aspects of Intellectual Property (IP) to students/ participants across the nation.

As a part of the said campaign, expert resource persons from our Office would be assigned for a session to create awareness among the students and faculty members in your department/ institution with no cost to be incurred in organizing the said programme. After successful completion of the said session, a certificate in the name of participant as well as institution shall be issued by the competent authority.

A line of confirmation for allowing the said programme to be conducted in your institution is kindly solicited.

With Warm Regards,

Yours sincerely,

(Dr. Sukanya Chattopadhyay)

Deputy Controller of Patents & Designs & Head of Office
& Sr. Team Leader - NIPAM

DR. SUKANYA CHATTOPADHYAY
Dy. Controller of Patents & Designs
And Head of Office
The Patent Office, Govt. of India
CP-2, Sector-V, Salt Lake
Kolkata-700 091