



18<sup>th</sup> November 2020,

Dear Ms. Brithi Balasundaram,

We are pleased to offer you a contract as an **English Language Trainer** on retainership basis for **DDUGKY - The Ma Foi Foundation** at Chennai. In this capacity, you will

1. Report to **Mr .Prabhu** or any other person nominated by the company.
2. Initially, you will be under a contract for a period of Twenty Four months beginning 01<sup>st</sup> November 2020, which can be extended further or terminated. This agreement can be a full time engagement depending on the mutual agreement.
3. This agreement can be terminated by serving a notice period of 30days on either side, without assigning any reason.
4. Your consolidated pay will be INR 25000 only per month. Tax will be applicable as per the legislation act.
5. You will not compete directly or indirectly for the same assignments for which Ma Foi is bidding.
6. You will not undertake any work within the scope of Ma Foi to its existing clients for one year after the termination of the contract.
7. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
8. You will be required to maintain utmost secrecy in respect of Project documents, Commercial offer, Design documents, Project cost & Estimation, Technology, Software packages license, Company's polices, Company's patterns & Trade Mark and company's Human assets profile.
9. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
10. You will have to hold all confidential information in trust and use the same solely for the purposes such confidential information is provided for and that in no event will you make use of any confidential information for any purpose other than fulfilling your duties and obligations in Ma Foi Analytics and Business Services Pvt. Ltd.



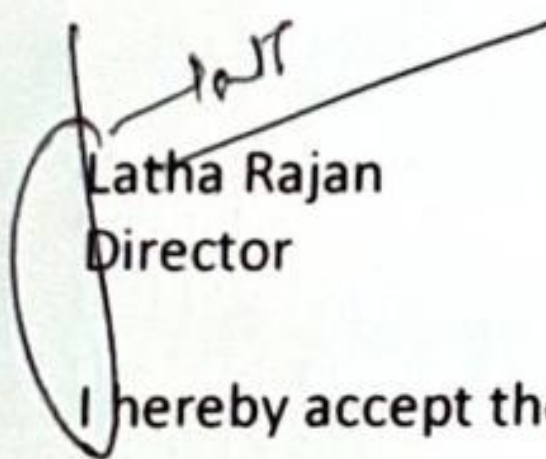
11. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
12. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
13. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
14. We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Ma Foi family. We would like you to whole-heartedly contribute in this process

Looking forward to a mutually beneficial relationship.

Please sign the contract in the duplicate and return to us. The original shall be retained by you.

We look forward to a fruitful and meaningful collaboration

Warm Regards,

  
Latha Rajan  
Director

I hereby accept the above terms and conditions:

Place: CHENNAI Name: BRITHI . B

Date: 18.11.2020 Sign: Brithi . B