



June 17, 2021

To,
Sanjana Surve,
Flat No.1101, Sheetal Aradhana CHSL,
Malad(W), Mumbai-400 064.
Mobile : 7768043143

Dear Sanjana,

SUB: APPOINTMENT LETTER OF INTENT

With Reference to your application and subsequent discussions we have had, we are pleased to appoint you as Junior Java Developer in our organization on the terms and conditions mutually discussed and agreed upon.

You are required to join duty on June 21, 2021. A detailed appointment letter incorporating the terms and conditions of your service will be issued to you after you have joined and after you have submitted below mentioned documents to us, in case it has not been submitted earlier and if same is applicable to you.

1. Duly signed Application letter in case it has not already been submitted earlier.
2. 2 copies of recent passport size photographs with red back ground.
3. Self certified copy of Birth Certificate (for verification of age).
4. Self certified copy of Address Proof (Either of Ration Card, any Utility bill, Rent agreement, Society bill, Passport , Driving license, Bank statement)
5. Self certified copy of Identity Proof (Either of PAN Card, Voter's ID, Driving License or any other acceptable identity document)
6. Aadhar Card copy.
7. Latest appointment letter / salary certificate from the previous employer.
8. Self certified copy of Proofs of Educational Qualification (copy to be verified, initialed, dated & given to us) & originals to be shown to us.
9. Your existing bank account number, bank & branch name, with copy of cancelled cheque or passbook showing your full name, account number and IFSC number as per bank record.
10. Copy of last 3 months pay slips of latest previous employer and Last six months bank statements.
11. Self certified copy of resignation letter submitted to the previous employer.

12. Details of your existing PF UAN (Provident Fund Universal Account Number) if you are already member of PF scheme and having a PF account, which is not yet closed.
13. Self certified copy of Relieving letter obtained from the previous employer.
14. Reference details – name, address, contact telephone number, email id - of two persons known to you, who are working with a good organization.

You need to submit all documents as per above, except Relieving letter, within four days of receipt of email of this offer letter. We need aforesaid documents, to complete your ESIC & PF registrations / activations. Relieving letter needs to be submitted within one week of your date of joining. Else your date of joining would need to be extended till we receive your required documents. Hence request you to immediately email us all the above required documents.

Request you to note that, immediately after getting this offer letter & BEFORE your first date of joining, you need to immediately activate your PF UAN (Unified Account number), complete all KYC processes, confirm back to us to check, do further as needed.

Your employment cannot commence, we will have absolutely no obligation to pay you salary, if you have not activated your PF UAN, confirmed to us & we have also checked & confirmed back same to you. Your detailed appointment letter will also be issued only after above process is completed, as we need to ensure full statutory compliance in this regard.

You are requested to sign the letter as token of your acceptance & mail to us duly signed by you. Looking forward to a fruitful long term, mutually beneficial relationship & association with you.

Thanking You,
Sincerely,

For Catalyst Corporate Services Pvt. Ltd.,

**Tina Fernandes
Senior HR Executive**