



**Apex Fund Services LLP,**  
NOB Building, First Floor, Office No 102,  
Sector A-2, S No.154/6, Blue Ridge, Hinjewadi,  
Pune-411047, Maharashtra  
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07 December 2022

**Heenal Vinod Thakkar**  
B/206, Sai Shyam Bldg,  
Gokuldham Co. Near Siddhaarth Nagar,  
Kopri Colony, Thane,  
Maharashtra - 400603

**Subject: Contract of Employment**

Dear Heenal,

Functional Title: **Management Associate Level 1**  
Corporate Title: **No Corporate Title**

We are pleased to offer you the role of Management Associate Level 1 for Apex Fund Services LLP ("the Organization"), and therefore consider this letter as the official document outlining the terms and conditions of your employment.

The position of Management Associate Level 1 is being offered on full time permanent basis with effect from 26 December 2022 (Commencement Date). The employment offer is subject to a probationary period of six (6) months from the commencement date. The probationary period may be extended at the discretion of the management. You will be informed in writing of any such extension, completion or termination upon the end of the Probationary Period.

Upon successful completion of the Probationary Period, the provisions in Clause 8 will apply in respect of termination of employment.

Being employed in the position of Management Associate Level 1, you will be reporting into Tapan Das, or any such other person as required by the Organization from time to time

Your annual cost to the Organization shall be of INR 4,89,444 payable proportionately on a monthly basis, paid directly into your bank account on 27<sup>th</sup> of every month, or any other day as may be determined by the Organization. All payments by the Organization shall be subject to statutory deductions, tax and contributions. Please refer to **Annexure 1** for the breakdown of your salary. Annual increments may be awarded at the Organization's sole discretion, subject to affordability



**Director**  
PTVA's Institute of Management  
Chitrakar Kerkar Marg,  
Behind M. L. Dhanukar College,  
Vile Parle (E), Mumbai-400 057.