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G I M C O CARGO SERVICES L.L.C
جي اي ام سي او لخدمات الشحن ش.ذ.م.م

APPOINTMENT LETTER

DATE: 20.02.2025

To

Mr. Akhil Jacob Mathew,

Further to your application, we have pleasure in offering you an employment on the following terms and conditions.

- **Designation:** You will be appointed as **"Junior Accountant".**
- **Contract:** Unlimited Contract for 2 Years with Probationary period of 6 months.
- **Job Description:** As discussed during your interviews, you will report directly to the **SENIOR ACCOUNTANT**. The job content may be changed at the discretion of management should circumstances warrant it.
- **Salary:** You will be paid a basic salary of **U.A.E Dirhams 2,000/- (Two thousand)** per month.
- **Accommodation:** Allowance of **U.A.E Dirhams 500/-** per month.
- **Gratuity**: As per U.A.E federal law in vogue.
- **Hours of Work:** Working hours 8am to 6pm with lunch break of one hour, 6 days a week.
- **Leave:** You are entitled to 30 days paid leave after successful completion of 12 months. After completion of twenty-four months AED 1200/- will be provided for airfare charges. Annual Leave will be taken at a mutually convenient time each year. It is company policy to ensure that annual leave does not accumulate beyond one year's entitlement.

- **Worksite:** Anywhere within the set-up of the company as recommended by your superiors. The employee is neither allowed to choose the location nor the department where he / she will work.

- **Resignation Policy:** Should you decide to resign before completion of two years:

1) Then a 90 days' notice period must be served or an equivalent of 90 days' remuneration as compensation.

2) You shall not join any of our clients / competitors directly or indirectly for a period of at least two years from leaving the services of the company for any reason what so ever.

- **Secrecy:** You will not disclose to outsiders, any information pertaining to the Company, which may be available to you by virtue of being in the employment of the company.

- **Notice period:** As a policy, the company may need a notice of maximum of 90 days from the date of submission of your resignation letter. However, the actual period required will be at the discretion of the management.

- **Other rules and Regulations:** You will be at all the times in all respects been governed by the rules and regulations of the company and U.A.E Labour laws applicable from time to time to your category of employees.

Please return the duplicate copy of this appointment letter duly signed by you as a token of acceptance.

Looking forward to a long and successful association with you.

With Best wishes.....

Manager

GIMCO Dubai - U.A.E. GIMCO CARGO SERVICES L.L.C

Akhil Jacob Mathew