



**Date: 31<sup>st</sup> January, 2026**

To,

**Ms Pritika Gupta**  
**Flat No. 2047, 4<sup>th</sup> Floor**  
**Silver Oak Estate, Rajarhat Main Road**  
**Near Kalipark, Kolkata – 700136**

**Sub: Appointment letter as Company Secretary**

**Dear Ms Pritika Gupta,**

We draw extreme pleasure to inform you that you have been appointed as **Company Secretary** in our Company from **03<sup>rd</sup> February 2026**.

It is confirmed that:

1. Your remuneration will be **Rs. 25,000/-** per month.
2. You will be reporting to your mentor and/or the undersigned or to any authority appointed by the company from time to time.
3. You will have to comply with office rules & regulations including submission of your performance report on daily, weekly or monthly basis or as required by the management from time to time.
4. You will not be allowed to work for any other company while you are in employment of this company.
5. You will be responsible for taking care of all assets of the company and should take all responsibility to avoid any loss or damage caused to or suffered by the company's assets.
6. If the company requires you will have to work for more than 9 hours when asked by the company & you can avail for 1<sup>st</sup> & 3<sup>rd</sup> Saturday of every month.
7. You will not disclose to any third party whether during or after the tenure of the office, any confidential information or document supplied or provided by the company. If you come across any such document or information in course of performing your duties, you will not use such documents to your own or to the third party's benefit.
8. The company shall have all intellectual and statutory right and powers which arise out of your working in the company whether the nature of confidential material, copyright, patents, designs, or otherwise in all specifications and plans written by you and/or clients developed by you, shall be and remain in the title of the company and its exclusive disposal.

9. The employee has to travel for Business Trips if her job requires.
10. Notwithstanding anything what is stated above the Company shall have an unquestionable right of terminating your services without notice or compensation of any kind in case of the following:
- a) Misconduct
  - b) Willful breach of any of the standing instructions (Rules & Regulations) or conditions of this appointment letter.
  - c) Absence from duty without permission.
  - d) Insubordination or disrespect to superiors.
  - e) Refusal to carry out the orders given by superior officers.
  - f) Divulgence of company's business policies or secrets to others without written permission of the directors.
  - g) Engaging in any other employment, business, tantamount to a trade whether directly or indirectly but this is no way as restraint of Trade.
  - h) Guilty of dishonesty, embezzlement, misappropriation and / or moral turpitude.
  - i) Acceptance or giving loans, commissions, reward or gift of any kind from / to Company's staff, customers, agents of firms who have dealing with the company.
  - j) Giving false information in your application form, explanation or reports.
  - k) Willful damage or misuse of the company's customers or agents, property, vehicles etc.
  - l) You shall have to carry out the duties allotted to you by your superiors in charge faithfully, conscientiously and diligently.
11. You will not be allowed to apply or work for any other company and shall not be engaged in any other commercial activities, jobs or consultancy or other occupation while you are providing service to this company. This rule is also applicable in the time left after the working hours of the company. Any deviation requires a prior permission in writing from the Management. Failure to comply with this clause shall make you liable as per the law of the land.
12. This letter is subject to the service rules of the company and the job is transferable to any other office/branch in any other city/country of our group.
13. In default of the above mentioned, the management reserves the right to take action against you as deemed fit.
14. During the period of your service you are accountable to the management/superior officers, if called for.
15. Three month of notice will be required beforehand if you have to leave the company. The company reserves the right to increase or decrease the notice period if the need arises. In case of noncompliance, you have to make good the damage caused or loss suffered by the company, equivalent to minimum of your current salary of six months. In case of nonpayment it may be recovered from you even by lien over your future salary.

16. If the above terms and conditions are acceptable to you, you are requested to return a copy of this letter duly signed by you in token of your acceptance.

Wishing you a successful career.

With best wishes,

**For Lee & Nee Softwares (Exports) Ltd.**

Lee & Nee Softwares (Exports) Ltd.

*Arpita Gupta*  
Director

**Arpita Gupta**  
**(Director)**  
**(DIN : 02839878)**

*Pritika Gupta*