



Dear Premkumar Samanthan,

We're delighted to extend this offer of employment for the position of **Cargo Operations Officer of Maxa Energy Fuel Trading DMCC**. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be **01 August 2024** or another mutually agreed upon date and you will report to **Operations Director**.

Please find below the terms and conditions of your employment, should you accept this offer letter:

Your title will be **Cargo Operations Officer** and you will report to **Operations Director**. This is a full-time position. While you are employed at this company, you will not engage in any other employment, consulting or other business activity (whether full-time or part-time) that would create a conflict of interest with the Company. By signing this letter of agreement, you confirm that you have no contractual commitments or other legal obligations that would prohibit you from performing your duties for the Company.

Maxa Energy Fuel Trading DMCC will pay you a salary at the rate of **AED 23,000.00 per month**, payable in accordance with the company's standard payroll schedule. This salary will be subject to adjustment pursuant to the company's employee compensation policies in effect from time to time.

Your salary break-up will be as below:

1	Base Salary	AED	11,500.00
2	Accommodation Allowance	AED	6,900.00
3	Transportation Allowance	AED	4,600.00
	Total	AED	23,000.00

Your probation period will be **(3) three months**.



Unit No: 2002, Preatoni Tower, Plot No: JLT-PH1-L2A, Jumeirah Lakes Towers, Dubai, UAE





In addition:

- **Medical Insurance:** Covered for you. Medical insurance will be provided through our company's employee benefit plan.
- **Annual Leave:** You are entitled for an annual leave of 22 working days.
- **Annual Ticket:** Cash in lieu of an annual return ticket (economy class) will be provided to you, to your home country once per year in accordance with the Company policies.

This is a **Full-time position** requiring approximately **48 hours per week**.

Maxa Energy Fuel Trading DMCC, reserves the right to terminate employment of any employee for just cause at any time with **notice of (1) month**.

Like all company employees, you will be required, as a condition of your employment with the company, to sign the Company's standard Proprietary Information and Inventions Agreement.

You are required to observe and uphold all of the Company's privacy policies and procedures as implemented or varied from time to time. Collection, storage, access to and dissemination of employee personal information will be in accordance with privacy legislation.

This letter agreement supersedes and replaces any prior agreements, representations or understandings (whether written, oral, implied or otherwise) between you and the Company and constitutes the complete agreement between you and the Company regarding the subject matter set forth herein. This letter agreement may not be amended or modified, except by an express written agreement signed by both you and a duly authorized officer of the Company.

You may indicate your agreement with these terms and accept this offer by signing and dating this agreement **01 August 2024**. Upon your acceptance of this employment offer, **Maxa Energy Fuel Trading DMCC** will provide you with the necessary paperwork and instructions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tania Ramos".

Tania Ramos
Head of HRSS





I accept the terms of conditions outlined in the offer letter and confirm that I am able to commence the post on...01 Aug 2024... (date).

Name: **Premkumar Samanthan**

Sign: S. Premkumar

Date: 24 JULY 2024

