



SWIFT INTERNATIONAL LLC

751, WEST GEORGIA STREET , SUITE # 1650 , VANCOUVER BC - ZIP CODE V7Y1C

6 OFFICES IN SINGAPORE: SERANGOON | YISHUN | JURONG WEST | NOVENA | EAST REGION | SIMEI

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**DATE** : February 15, 2021

**REF NO.:** AM/ZR/1502/042

**Name** : PINTU KANDAR

**Passport No.:** T 4332756

**Address** : KOLKATA (INDIA)

**OFFER LETTER**

Following your recent interview, we are pleased to confirm our offer of employment to you in the post of “**SPRAY PAINTER**” at grade C1 with **(Japan Automobile Manufacturers Assn Inc) SINGAPORE**, through **SWIFT INTERNATIONAL LLC**, or at any other place in the Company’s zone of operation on the following terms and conditions and subject of the Company policy.

**REMUNERATION**

: Basic Salary

: 1200 SGD

: Designation

: SPRAY PAINTER

: Food & Accommodation

: Provide by Company

: Duty Hours

: 8 Hours + 2 Hours OT  
(SINGAPORE LAW)

**Accepting to the offer you hereby have to abide to the below mentioned terms and conditions.**

**PROBATION PERIOD:**

You shall be on Probation for a period of 3 (Three) Months. During the probation period, the company is at liberty to terminate your services at any time of any compensation or notice or assigning any reason.

On completion of the initial 3 months probation period if no letter of confirmation is issued to you, it will be deemed that your probation period has been extended for a further period of 3 (Three) Months.

**TERMINATION:**

During Probation / Confirmation, if you wish to resign from the company, you may do so by giving 30 days notice in writing or 30 days wages in lieu of the required notice. You shall NOT leave the services of the company WITHOUT proper acceptance of the resignation from the Management. The Management shall be competent to accept your prospective resignation and relieve you from the services with immediate effect. Your Resignation shall be effective as soon as it is accepted by the management. And your Full and Final Settlement will be cleared by the company after 45 days of the resignation or

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Termination date. And in case if you are terminated by the company against your mollified intention, then company will hold all your dues and payment regarding your employment. And company has the right to take Legal Action against the loss occurred due to your negligence or Mollified Intentions.

**JOINING DATE:**

Once Visa is ready.

**VALIDITY OFFER:**

Six days from the date of receipt of this offer.

**ANNUAL LEAVES & HOLIDAYS:**

You shall be entitled to take leaves as per the company's Rules and Leaves Policies in practice at any given point of time. After 1 year employee will get 26 days leave.

**PERFORMANCE REVIEW:**

Your Performance will be reviewed after 45 Days from the commencement of Training Program. Next review to be conducted after 3 Months and on each subsequent thereafter.

**DEPOSITION OF SALARY:**

You are hereby informed that Amount of 10 days salary will be deducted from your first month salary as a deposit amount by the company. This Amount will be transferred to your account at the time, when you give the proper notice/resignation as per company rules.

**SHIFTS, SCHEDULES & BREAK TIMINGS:**

As you will be working for a Multi National Corporation (MNC), you will be working in Fixed Shift. The Shift will be of 9 Hrs including 1 Hour Break. But You Should be Flexible for any time as in the future the company may extend/change the shift or may involve into new process or Technologies. You'll be informed about the change in your shift timings as per the Business Requirements.

**VISA, AIR-TICKET, ACCOMODATION:**

The company will provide Visa, Air ticket, Food-lodging (accommodation), and Transportation. You will be on a training period for first 2 months, after that you will be eligible for an increment, based on your performance and productivity.



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**DEROGATORY STATEMENT:**

In the event of you making derogatory or Defamatory Statements regarding the Company, and member or staff or Any Clients of the Company, while in the service of the company, Disciplinary Actions will be taken for gross misconduct. Any Such statement made after terminating your employment with the company may result in further Legal Action.

**OVER TIME:**

Payment of overtime, for overtime eligible positions, will be paid for all hours worked in excess of 48 hours within one week.

**ALTERATION TO THE TERMS & CONDITIONS OF YOUR EMPLOYMENT:**

From Time to time it may be necessary to amend or vary the terms and conditions of your Employment. Written notice will be given to you of any such changes. Acceptance of changes of terms and conditions so made will be assumed unless you inform the director/s of the company in writing of your objection within one calendar month of notification of any change.

**BENEFITS:**

As an employee of **SWIFT INTERNATIONAL LLC** in **CANADA**, Furnished Accommodation will be provided to all the workers, Food is provided by the company management. One way air ticket will be provided to report to duty and contract can be extended based on your performance.

**EXPENSES:**

**SWIFT INTERNATIONAL LLC** will reimburse to you such traveling, hotel and other out-of-pocket expenses, be it reasonable and properly incurred by you in the course of your employment and work permit processing, subject to you complying with such guidelines issued by the company management.

**MISCELLANEOUS INFORMATION:**

You may avail leave earned with the prior information/permission and approval of senior management. That you shall strictly abide by the rules, regulations, office order and instructions issued by Senior Management from time to time. That you shall carry out duties as assigned to you during such hours including split duty hours as may be directed by senior management and your superiors from time to time who in the event of your refusal will amount to gross misconduct.



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**YOUR OBLIGATIONS TO THE EMPLOYER:**

- Arrive at Work on time.
- Work to the Best of your Ability.
- Always be Soft Spoken
- Respect your Employer, Colleagues and Clients.
- Take Care of your Employer's Property.
- Follow your Employer's Reasonable and Law full instruction.
  
- Obey Safety Rules.
- Not discriminate or harass others in the workplace.
- If you face any difficulty, Contact the Manager or Sr. Staff of your Team.
- After Shift Completion, Don't leave premises without hand over & sending daily report to Supervisor/Manager.
- No Personal Gossips allowed in the office.
- Don't leave your seat as well as roam in the office without any reason.
- Use of Mobile in the Office is prohibited (Except for Official Purpose).

**ANNEXTURE A**

As per our above discussion you are advised to undergo a Pre-Medical Examination before we can process with your Emigration/Visa Processing. You have to be medically FIT in order to visit to other country as per the Immigration Advisory Rules.

Please contact our India /Nepal/Bangladesh or Asian Sub-Continent Authorized Agent to assist you for your Medical Processing.

Please find the Medical Processing Charges Below:

- |                                   |        |
|-----------------------------------|--------|
| 1. Admin Processing Charges :     | 7000/- |
| 2. Medical Charges:               | 3500/- |
| 3. Immigration Biometric Charges: | 6500/- |
| 4. Courier Charges:               | 3000/- |

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**Total: 20,000/- Only**

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Please pay the above amount for your Medical Processing, post that we will process your application along with all the documents with the Embassy.

Since this is a Salary Deduction Process, a total of QR 1600/- Service Charge would be deducted subsequently from your monthly salary i.e. QR 400/- would be deducted each month for the next 4 months after your joining.

**NB : PLEASE CARRY THE FOLLOWING DOCUMENTS ALONG WITH YOU TO THE INDIA COUNTERPART OFFICE:**

1. 4 Colour Passport Size Photographs with white background and 70% face coverage.
2. Colour Scan Copies of Front & Back Side of Passport.
3. All Educational/Academics Certificates/Degree/Diplomas.
4. One Updated Resume.
5. 2 References Names of your locality for PCC.
6. Work Experience Certificates.

NB: PLEASE NOTE THAT THIS IS JUST AN OFFER OF EMPLOYMENT AND IT DOES NOT GUARANTEE ANY JOB AT OUR COMPANY UNTIL AND UNLESS YOU CLEAR ALL THE ROUNDS OF INTERVIEWS AND OTHER BACKGROUNDS VERIFICATIONS.

In after reading this offer letter you accept the terms specified herein, please sign this offer letter signifying that you have read, understood and accepted the terms contained herein, after that we will issue the same our Company's letter head where both parties sign.

We would like to take this opportunity of welcoming you to **SWIFT INTERNATIONAL LLC** , **CANADA** and hope that your career with us will be mutually rewarding.

Signed & Seal of the Company



Please Sign & Return for Acknowledge the receipt of this letter for future reference.

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