

## ADDENDUM TO APPOINTMENT LETTER

**Date:** 01 April 2026

**To,**

**Mr. Mukesh Koli**

Employee Code: **H00020**

Designation: **IT Manager**

**Subject: Addendum to Appointment Letter – Appointment as IT Grievance Officer**

Dear Mr. Mukesh Koli,

This Addendum forms an integral part of your Appointment Letter and shall be read in conjunction with all the terms and conditions contained therein.

The Management of **NG Electro Products Private Limited** is pleased to assign you the additional responsibility of **IT Grievance Officer** of the Company with **effect from 01 April 2026**.

This appointment is made in accordance with the applicable provisions of the **Information Technology Act, 2000**, the **Information Technology (Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011**, the **Digital Personal Data Protection Act, 2023 (as and when applicable)**, and any other applicable laws, rules, regulations, or amendments issued from time to time.

### **Roles & Responsibilities**

As the **IT Grievance Officer**, you shall be responsible for, including but not limited to, the following:

1. Receiving, recording, acknowledging, investigating, and resolving grievances relating to personal data, privacy, information security, and information technology systems.

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## **N.G. Electro Products Pvt. Ltd.**

Head Office: Plot No. 10 Ecotech-1,Ext-1, Greater Noida, India 201308 GST : 09AACCN5184H1Z8

Unit-II : Plot No.36, HIMUDA Industrial Area, Phase-4,Bhatoli Kalan, Baddi,173205, HP,India GST : 02AACCN5184H2ZL Unit-III : Plot No. HB.193 , Village Dharampur,Baddi, Distt. Solan, 173205, HP, India GST : 02AACCN5184H2ZL

Unit -IV : Katha No- Sy. No. 68/1, 68/6 Mallarabavadi Village, Sondekoppa Road, Bengaluru Rural, Karnataka, 562123, India GST : 29AACCN5184H1Z6

Unit -V: Plot No.100A-101, Industrial Township DMIC- Vikram UdhogPuri, Village , Narwar, Ujjain – Madhya Pradesh,456664 GST- 23AACCN5184H1Z1



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2. Acting as the designated point of contact for all privacy-related complaints received from employees, customers, vendors, consultants, business partners, and other stakeholders.
3. Ensuring compliance with the Company's Privacy Policy, Information Security Policy, and applicable statutory requirements.
4. Coordinating with internal departments for investigation and timely resolution of grievances.
5. Maintaining complete records of complaints, investigations, actions taken, and closure reports.
6. Advising the Management on matters relating to data privacy, cybersecurity, and information security compliance.
7. Coordinating with regulatory authorities, auditors, law enforcement agencies, or other competent authorities whenever required.
8. Conducting periodic reviews and recommending improvements in the Company's privacy and information security framework.
9. Performing any other responsibilities relating to information security, privacy, or statutory compliance as may be assigned by the Management from time to time.

### Terms & Conditions

1. This assignment is **in addition to your existing role and responsibilities** as **IT Manager** and shall not be construed as a change in your designation, grade, salary, benefits, or other terms and conditions of employment.
2. You shall exercise due care, confidentiality, and professional diligence while performing your duties as IT Grievance Officer and shall ensure compliance with all applicable laws and Company policies.
3. You shall immediately report any actual or suspected data breach, cybersecurity incident, or privacy-related concern to the Management and coordinate appropriate remedial actions.

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[contact@ngelectro.com](mailto:contact@ngelectro.com)



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4. This assignment shall remain valid until modified or withdrawn by the Company through a written communication.
5. Except as specifically modified by this Addendum, **all other terms and conditions of your original Appointment Letter shall remain unchanged and continue to be valid and binding.**

For NG Electro Products Private Limited

  
Authorized Signatory

#### Acceptance by Employee

I, **Mr. Mukesh Koli**, Employee Code **H00020**, hereby acknowledge receipt of this Addendum and accept my appointment as **IT Grievance Officer** of **NG Electro Products Private Limited** with effect from **01 July 2025**. I agree to discharge the responsibilities entrusted to me and comply with all applicable statutory provisions and Company policies.

Employee Signature: \_\_\_\_\_

Name: **Mukesh Koli**

Employee Code: **H00020**

Date: 01/04/2026

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